

Palmetto SiteBuilder User's Guide

Version 11

Table of Contents

1.0	Introduction to SC.GOV	3
2.0	CMS – Content Management System.....	3
3.0	MOSS - Microsoft Office SharePoint Server	3
4.0	Development Process for a MOSS Web Site.....	4
5.0	Get started with Palmetto SiteBuilder.....	5
6.0	MOSS User Roles	6

MOSS Tasks

7.0	Log into MOSS Site.....	8
8.0	Site Actions Menu.....	9
9.0	Top-level Site, Subsite, and Page	10
10.0	Create a Page.....	11
11.0	Create a Subsite.....	14
12.0	Approve or Reject a MOSS Page or Subsite	16
13.0	Delete a Page.....	16
14.0	Delete a Subsite.....	17
15.0	Restore a Deleted Item.....	19
16.0	Create a Document Library (Owners Only).....	21
17.0	Add an Item to a Document Library	23
18.0	Add Multiple Items to a Document Library	27
19.0	Approve or Reject a Resource Item.....	30
20.0	Delete an Item from a Document Library	32
21.0	Create a Picture Library	33
22.0	Add an Item to a Picture Library	35
23.0	Delete an Item from a Picture Library	38
24.0	Delete a Library	39

Editing (and Other) Tasks

25.0	Edit a Page	43
26.0	Attach a Document to a Page.....	46
27.0	Add a Hyperlink to an External Website onto a Page	47
28.0	Add a Hyperlink to a Document onto a Page	49
29.0	Add a Hyperlink to a MOSS Page onto a Page	51
30.0	Copy Text From a Document onto a Page.....	53
31.0	Insert an Image on a Page	55
32.0	Add Jump/Anchor Links to a Page	57
33.0	Manage Subsites, Pages, and Other Site Resources	60
34.0	Modify Navigation.....	61
35.0	MOSS Reports	62
36.0	MOSS Editing Toolbar	63
37.0	Site Statistics	65

1.0 Introduction to SC.GOV

SC.GOV is the official Web portal for the state of South Carolina (<http://www.sc.gov>). The portal is a collaborative effort between the state of South Carolina and South Carolina Interactive, LLC. It was built and is marketed, operated, and maintained by South Carolina Interactive, a Columbia-based wholly-owned subsidiary of the eGovernment firm, NIC (Nasdaq: EGOV).

2.0 CMS – Content Management System

A content management system (CMS) is a system used to manage the content of a website. A CMS allows the content manager or author to manage the creation, modification, and removal of content from a Web site without needing the technical skills or the expertise of a webmaster.

3.0 MOSS - Microsoft Office SharePoint Server

Microsoft Office SharePoint Server (MOSS), also referred to as SharePoint, is a web-based system with a set of tools that enable web content authors to create and edit web pages in a published Web site without having to know hypertext markup language (HTML).

Users who are already familiar with Microsoft products will find generating content similar to creating a Microsoft Word document. In fact, much of the content users create can be composed in Microsoft Word, copied and pasted into Notepad (to remove unnecessary formatting), then copied and pasted into the user's MOSS Web site.

After a Web site is built in MOSS, creating, updating and maintaining the pages is easy. The only thing a user needs to do to update or create a new page is go to their site via a special URL. Once they have logged in using their SC.GOV login name the site will enable added features allowing them to change and style text, insert images, attach files for downloading, create simple tables, create hyperlinks, and much more that will be detailed later in this guide.

With MOSS, Web site owners can create and maintain subsites (directories), administer rights and permissions to Web Members and Approvers, create libraries and other duties normally associated with Web site management.

'Manage Content and Structure' is typically used by the Web site's managers and allows a view of all subsites, pages, and other items of a MOSS site. This tool functions a lot like Microsoft Windows Explorer so it will be intuitive to most users.

System Requirements:

- Hard drive formatted for NTFS (NOT Fat32)
- An Internet connection
- Microsoft Internet Explorer on a PC
- Have Pop-ups enabled (Tools>Internet Options>Privacy Tab)
- Active X turned on

4.0 Development Process for a MOSS Web Site

Initial Agency Meeting

This is a high level discussion with the General Manager and/or Director of Marketing on SC.GOV and general processes.

Service Level Agreement Signed

This is a document that binds the agency and SC.GOV into a partnership. Only one SLA is required for an agency, regardless of the number of projects the agency is involved in with SC.GOV.

Statement of Work Signed

This document defines the scope of the project, responsibilities, etc. for the agency and SC.GOV. One Statement of Work is required for each project.

Analysis and Demonstration Meeting

This meeting must be held at least one week prior to training to allow time for building the test site and assigning user roles. It will include a brief demonstration and basic explanation of MOSS. The agency will discuss the design of their site (graphics, colors, banners, logos, style sheets, etc.).

Register for Training

Send an email to support@portal.SC.GOV or call (803)771-0131 x 1 with participant and agency names.

Site and User Setup

SC.GOV will set up the test site with a sample banner and the initial user roles.

Training

Training will take place in the SC.GOV office in the Tower at Gervais at 1301 Gervais Street, Suite 710, Columbia, SC 29201.

Content Loaded into Test

Content is entered through MOSS and the test site is built.

High Level Review of the Test Site

SC.GOV will perform a cursory review of the general design, accessibility practices and usage of the MOSS tool.

Letter of Acceptance Signed (LOA)

This is the official acceptance of the MOSS tool signed by the agency.

Copy Site into Production

The test site is moved into production. All changes going forward are made in production. The staging site will eventually become inactive.

5.0 Get started with Palmetto SiteBuilder

In order to take advantage of Palmetto SiteBuilder, your agency's Web site needs to be hosted by SC.GOV. Your agency needs to establish its users for the MOSS Web site and their user roles. Each user will need an individual SC.GOV account. To establish an account, the user must contact SC.GOV to request a Registration Form and return the completed form.

6.0 MOSS User Roles

The management and maintenance of a MOSS site requires several different types of users with varying levels of responsibility and permission. MOSS organizes these users into the following groups with their associated abilities: member, owner, and approver.

The workflow of the Web site can be controlled to meet the business process of the entity maintaining the Web site.

Member

A member can:

- Create, Edit, and Delete pages within the MOSS Site
- Add/Modify resources in Document or Picture Libraries
- "Submit" their changes, which must be approved by an Approver to become published for external site visitors to view

Owner

An Owner can:

- Perform same actions as a Member **plus**,
- Create and Delete SubSites and Libraries
- Modify settings for sites and libraries

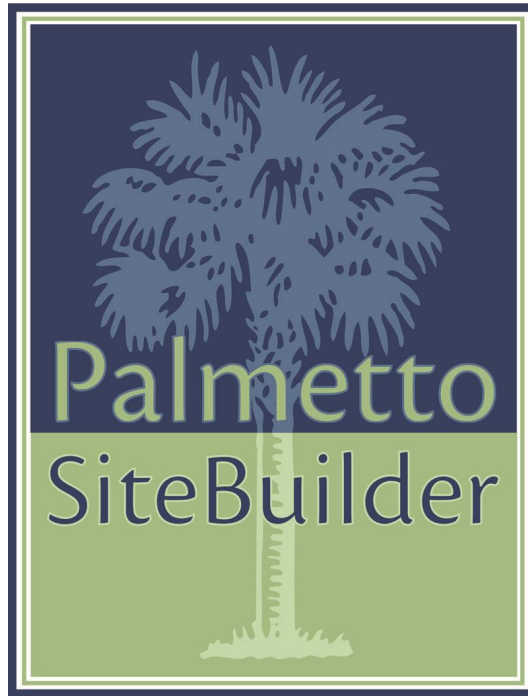
Approver

An Approver can:

- "Approve" or "Reject" pages and documents
- Create, Edit, and Delete Pages
- Add/Modify resources in Document or Picture Libraries

Note(s):

- Users **may** have multiple roles. For example, a user can serve as a Member and an Approver.
- Users **MUST** be an "Approver" to approve, i.e. being in the role of an Owner or a Member does not include permission to approve items.
- The "Approve" option will make the information accessible on your LIVE/Production Site immediately to your site visitors.



MOSS Tasks

7.0 Log into MOSS Site

7.1 Open a Microsoft Internet Explorer Browser.

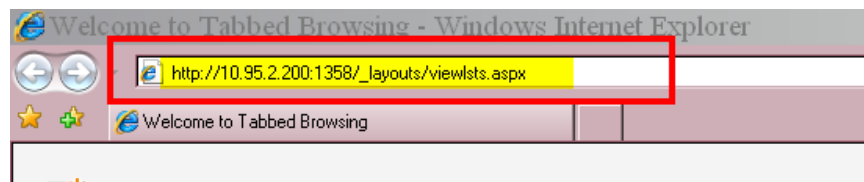
Note(s):

- MOSS will work in other internet browsers; however, some editing functionalities are lost while trying to edit in these browsers.
- Other internet browsers include Firefox, Netscape, Safari, etc.

7.2 Type your site URL, i.e.

http://XXXX.SC.GOV/_layouts/viewlsts.aspx. (**LIVE/Production URL**)

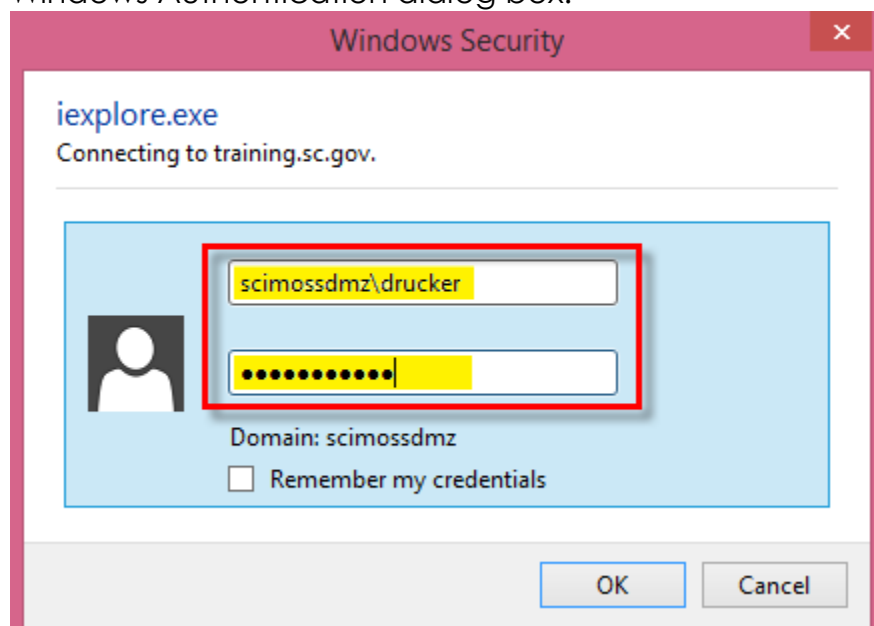
(Or http://XXXX.SC.GOV/_layouts/viewlsts.aspx if your website contains a 'www')



Note(s):

- Replace "xxxx" in the URL above with your agency acronym.
- An underscore (_) is before 'layouts', in the site URL.
- Your Development MOSS Site URL will be provided following MOSS Training.

7.3 Enter your Username and Password and Click "OK", in the Windows Authentication dialog box.



Note(s):

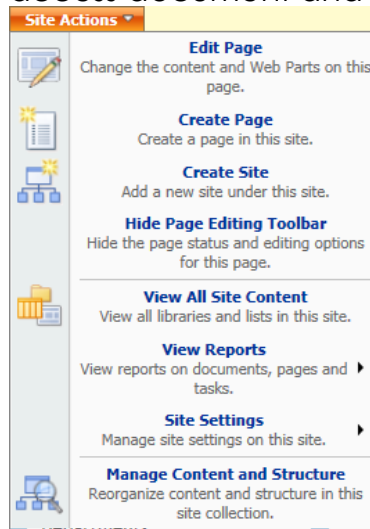
- **ALWAYS** enter the domain name and user name as follows: 'scimosssdmz\[YOUR SC.GOV Username]' in the User Name textbox.
- Once authenticated, you will be lead to the "All Site Content" Page.

Name	Description	Items	Last Modified
Document Libraries			
Documents	This system library was created by the Publishing feature to store documents that are used on pages in this site.	0	3 weeks ago
Images	This system library was created by the Publishing feature to store images that are used on pages in this site.	0	3 weeks ago
Pages	This system library was created by the Publishing feature to store pages that are created in this site.	11	3 hours ago
Site Collection Documents	This system library was created by the Publishing Resources feature to store documents that are used throughout the site collection.	0	3 weeks ago
Site Collection Images	This system library was created by the Publishing Resources feature to store images that are used throughout the site collection.	2	3 weeks ago
Style Library	This system list was created by the Publishing Resources feature to store custom XSL styles and cascading style sheets.	63	3 weeks ago
Picture Libraries			
There are no picture libraries.			
Lists			
Content and Structure Reports	Use the reports list to customize the queries that appear in the Content and Structure Tool views	7	3 weeks ago
Feedback		0	7 days ago
Reusable Content	Items in this list contain HTML or text content which can be inserted into web pages. If an item has automatic update selected, the content will be inserted into web pages as a read-only reference, and the content will update if the item is changed. If the item does not have automatic update selected, the content will be inserted as a copy in the web page, and the content will not update if the item is changed.	0	3 weeks ago
Workflow Tasks	This system library was created by the Publishing feature to store workflow tasks that are created in this site.	5	3 hours ago
Sites and Workspaces			
Press Releases			3 weeks ago
Search			3 weeks ago
Recycle Bin			
Recycle Bin	Use this page to restore items that you have deleted from this site, or to empty deleted items.	0	

- The "All Site Content" Page displays a brief, categorized breakdown of your site's content.

8.0 Site Actions Menu

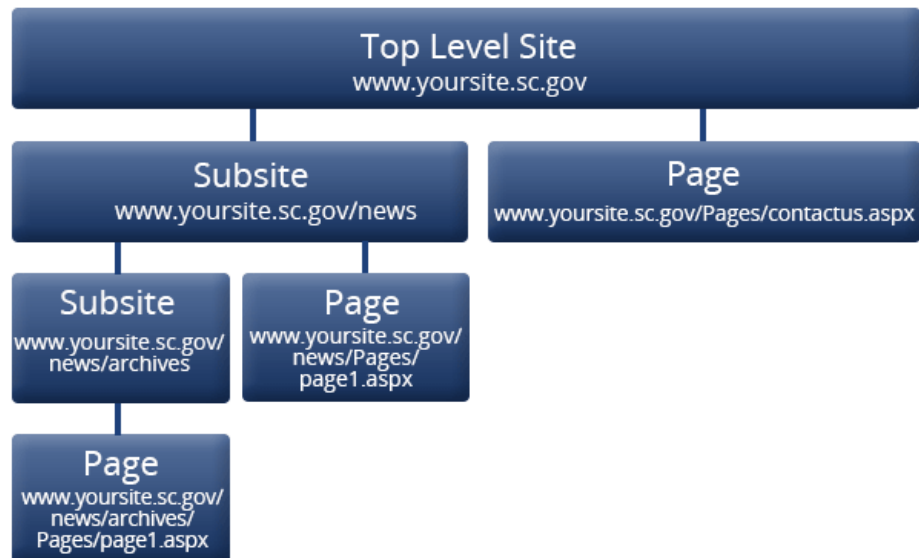
The 'Site Actions' menu allows you to create pages and sites, access document and image libraries.



9.0 Top-level Site, Subsite, and Page

- **Top-Level Site** - A top-level site is the default, top-level site, provided by a web server. It contains subsites and pages. (Ex. www.yoursite.sc.gov)
- **Subsite** - A subsite is a complete website stored in a named subdirectory of the top-level website. A subsite can also contain subsites and pages of its own. A subsite can also be referred to simply as a 'site'. (Ex. 'News' is created as a subsite because it may contain additional pages. For example, an 'Article' page.)
- **Pages** - A page is one single page of information. It cannot contain sites or other pages. (Ex. 'Contact Us' is created as a page due to the fact it is a single page of information. Additional sites or pages within 'Contact Us' are not needed.)
- **Default** - A default page is the landing page of any site; It is the first page you come to when you click on that site. (Ex. www.yoursite.sc.gov/news/pages/default.aspx)
- **Note(s):** Anything in the URL following www.yoursite.sc.gov that does not have the word 'pages' in front of it is a site. Anything following the word 'pages' is a page. www.yoursite.sc.gov is the top-level site.

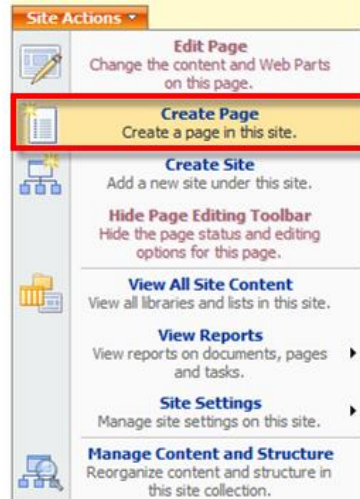
The below chart shows the structure your website and URL examples. A site can hold additional sites or pages. A page is a single page of information.



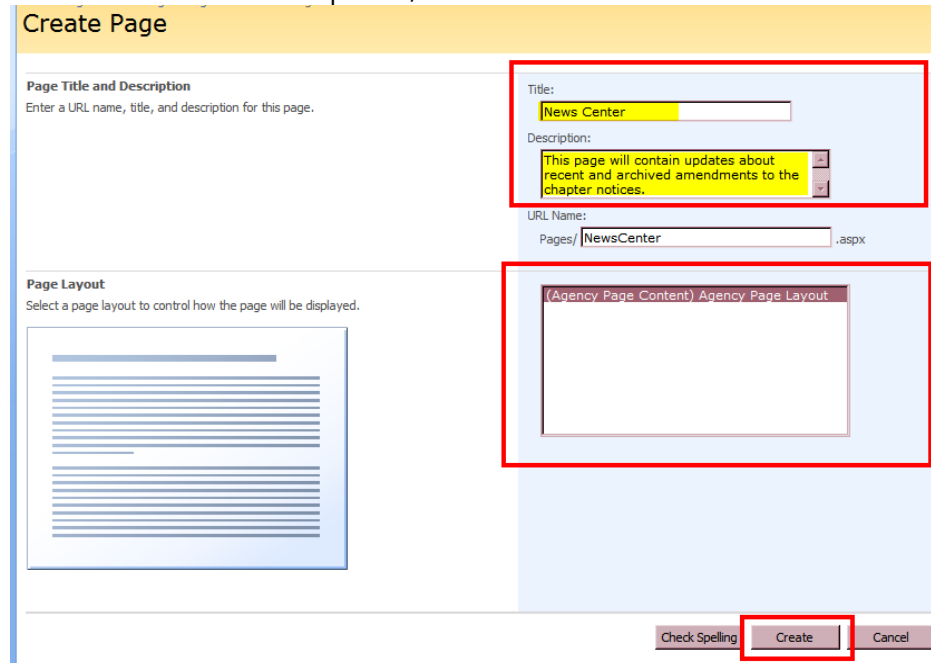
10.0 Create a Page

10.1 Click "Site Actions" - .

10.2 Click "Create Page", from the drop down menu.



10.3 Enter Title and Description; and Click "Create".



Note(s):

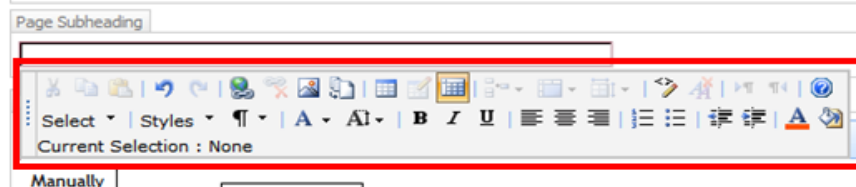
- The Page 'URL Name' will automatically populate for you, based on the page title. You may alter the URL, if desired.
- If you alter the URL Name, **DO NOT** include spaces or special characters.
- Description is not required but should **NOT** be same as Title.

10.4 Once the page is created, begin entering content.

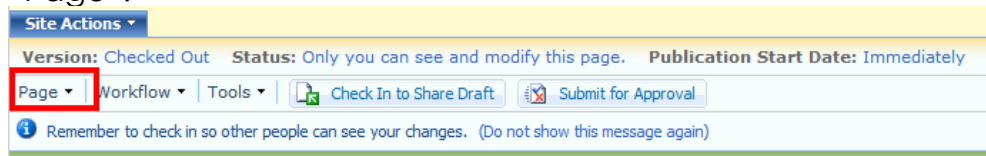


Note(s):

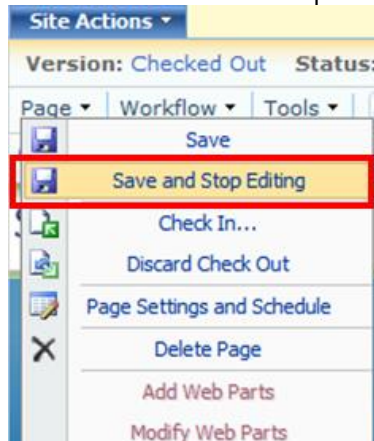
- Click the 'Edit Content' link or the centered link 'Click here to add new content' to enter text and enable Microsoft Editing tools.



10.5 After the desired content has been added to the page, click "Page".



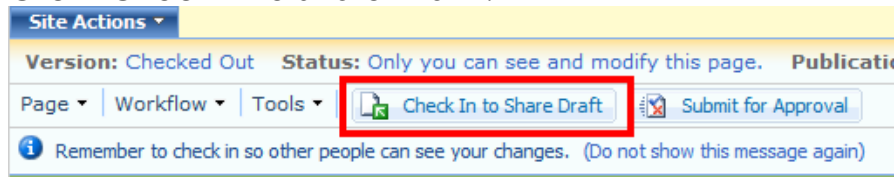
10.6 Click "Save and Stop Editing".



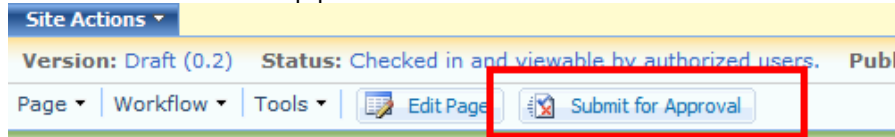
Note(s):

- After clicking 'Save and Stop Editing', be patient as the page information saves. This process may take a moment.

10.7 Click "Check In to Share Draft".



10.8 Click "Submit for Approval".

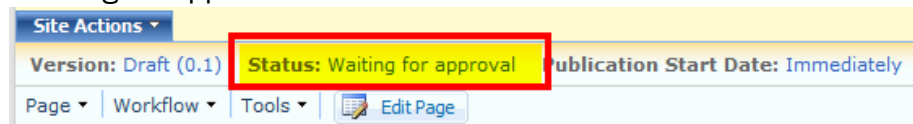


10.9 Enter optional information, if desired. Click "Start" to begin the approval process.

A screenshot of a 'Request Approval' form. The form has a title bar with 'Name of the page to be approved.' and a dropdown menu showing 'default'. Below the title bar, there is a section for 'Request Approval' with instructions. There is a checkbox for 'Assign a single task to each group entered (Do not expand groups)'. Below that, there is a text area for 'Type a message to include with your request:' with a yellow background and the text '{ Optional }'. Below the text area, there is a 'Due Date' section with a calendar icon and a text area for 'Tasks are due by:' with a yellow background and the text '{ Optional }'. Below the 'Tasks are due by:' section, there is a 'Notify Others' section with a text area for 'To notify other people about this workflow starting without assigning tasks, type names on the CC line.' with a yellow background and the text '{ Optional }'. At the bottom right, there are two buttons: 'Start' and 'Cancel'. The 'Start' button is highlighted with a red circle.

Note(s):

- After a page is submitted for approval, the status will change to 'Waiting for Approval'.

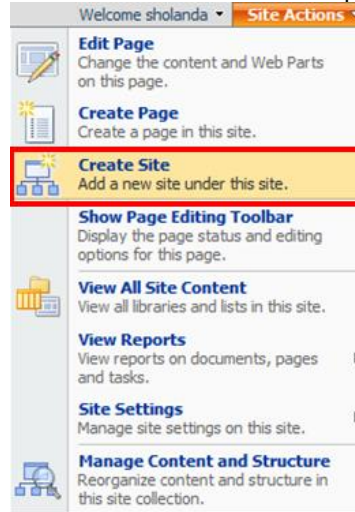


- An email will be sent to the Approver(s) notifying them a page needs to be approved.
- A page will not be visible by external site visitors until it has been approved.

11.0 Create a Subsite (Owners Only)

11.1 Click "Site Actions" - **Site Actions**, in the upper corner of the page.

11.2 Click "Create Site" from drop down menu.



11.3 Enter the **Title**, **Description**, Web Site Address (URL name), and **Navigation Inheritance**.

Home > Create > New SharePoint Site

New SharePoint Site

Use this page to create a new site or workspace under this SharePoint site. You can specify a title, Web site address, and access permissions.

Create Cancel


Title and Description
Type a title and description for your new site. The title will be displayed on each page in the site.

Title: [Movies]
Description: []

Web Site Address
Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.
For example, <http://boff.sc.gov/atenname>

URL name: <http://boff.sc.gov/movies>

Template Selection



A site for publishing Web pages on a schedule by using approval workflows. It includes document and image libraries for storing Web publishing assets. By default, only sites with this template can be created under this site.

Permissions
You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.
Note: If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

User Permissions:
☒ Use same permissions as parent site
☐ Use unique permissions

Navigation Inheritance
Specify whether this site shares the same top link bar as the parent. This setting may also determine the starting element of the breadcrumb.

☒ Use the top link bar from the parent site?
☒ Yes ☐ No

Note(s):

- The Web Site Address (URL) should **NOT** include spacing and/or special characters, i.e. accounting, humanresources, JusticeCenter.
- Description is not required but should **NOT** be same as Title.


11.4 Click the “Create” button - .

Home > Create > New SharePoint Site

New SharePoint Site

Use this page to create a new site or workspace under this SharePoint site. You can specify a title, Web site address, and access permissions.

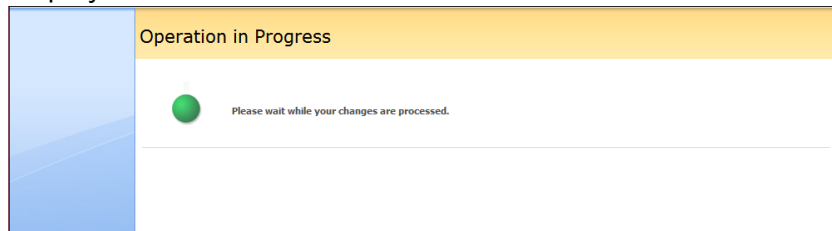
[Create](#) [Cancel](#)

Title and Description Type a title and description for your new site. The title will be displayed on each page in the site.	Title: <input type="text" value="Movies"/> Description: <input type="text"/>
Web Site Address Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember. For example, http://bofi.sc.gov/itename	URL name: <input type="text" value="http://bofi.sc.gov/movies"/>
Template Selection  A site for publishing Web pages on a schedule by using approval workflows. It includes document and image libraries for storing Web publishing assets. By default, only sites with this template can be created under this site.	Select a template: <div> <div>Publishing</div> <div>Publishing Site with Workflow</div> </div>
Permissions You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users. Note: If you select Use same permissions as parent site , one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.	User Permissions: <input checked="" type="radio"/> Use same permissions as parent site <input type="radio"/> Use unique permissions
Navigation Inheritance Specify whether this site shares the same top link bar as the parent. This setting may also determine the starting element of the breadcrumb.	<input type="checkbox"/> Use the top link bar from the parent site? <input checked="" type="radio"/> Yes <input type="radio"/> No

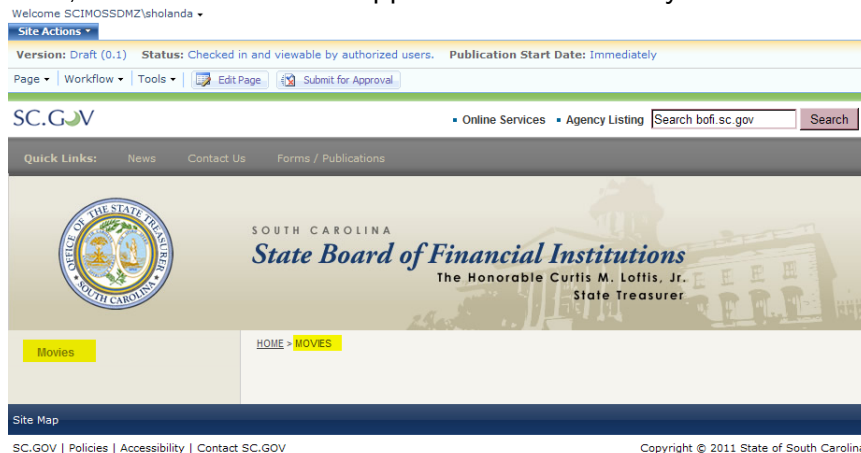
[Create](#) [Cancel](#)

Note(s):

- Please be patient as the site is created. The following page will display as the site is created.



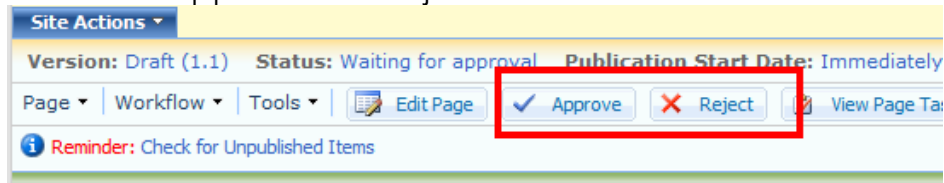
- Next, the created site will appear as automatically checked in.



12.0 Approve or Reject a MOSS Page or Subsite (Approvers Only)

12.1 Navigate to the page that needs approval.

12.2 Click the “Approve” or “Reject” button.



12.3 Click “Approve” or “Reject” to confirm your choice, on the Workflow Task page.

Workflow Tasks: Please approve Jewels

A screenshot of a workflow task page. At the top, there are two buttons: 'Claim Task' and 'Delete Item'. Below them, a message states 'This workflow task applies to Jewels.' The main section is titled 'Approval Requested'. It shows 'From: sholanda' and 'Due by:'. Below this, there is a text box containing 'Please approve Jewels'. Further down, there is a large yellow rectangular area with the text '[Optional]' in the center. At the bottom right, there are three buttons: 'Approve', 'Reject', and 'Cancel'. The 'Approve' and 'Reject' buttons are highlighted with a red rectangular box. Above the buttons, there is a prompt: 'Type comments to include with your response:'.

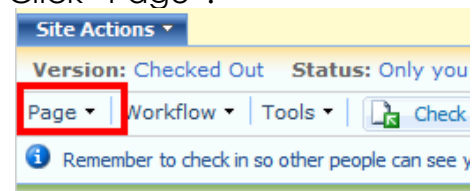
Note(s):

- After clicking “Approve” or “Reject”, the page will refresh with an updated approval status.

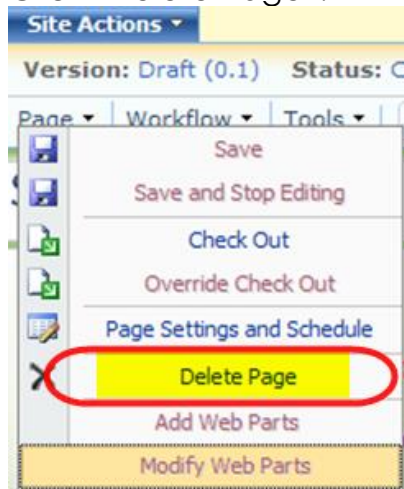
13.0 Delete a Page (For subpages only; NOT Homepages.)

13.1 Navigate to the page to be deleted.

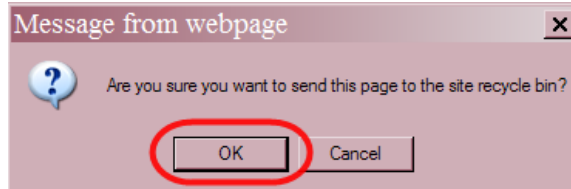
13.2 Click “Page”.



13.3 Click "Delete Page".



13.4 Click "OK" to confirm the deletion.



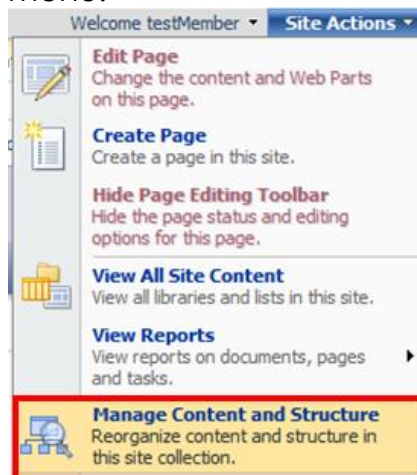
Note(s):

- After the page is deleted, the screen refreshes to an existing page.

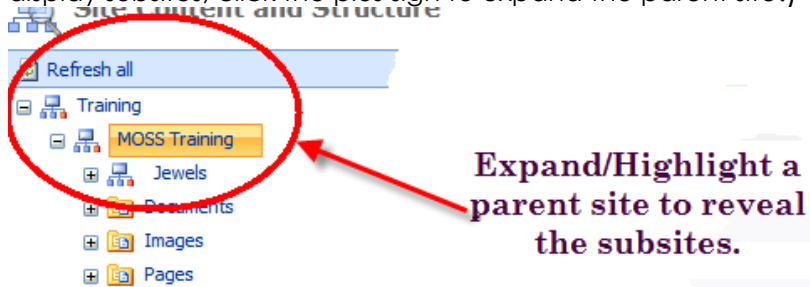
14.0 Delete a Subsite (Owners Only)

14.1 Click "Site Actions" - **Site Actions**.

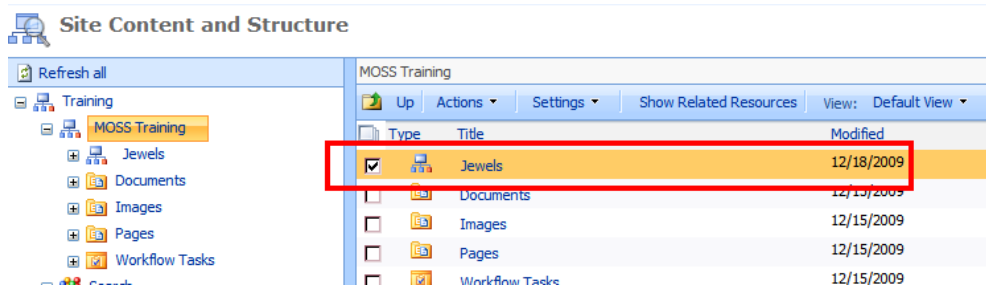
14.2 Click "Manage Content and Structure", from the drop down menu.



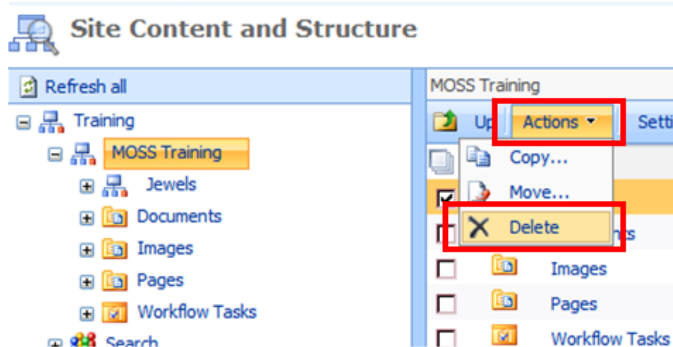
- 14.3 In the left window pane, click the subsite to be deleted. (To display subsites, click the plus sign to expand the parent site.)



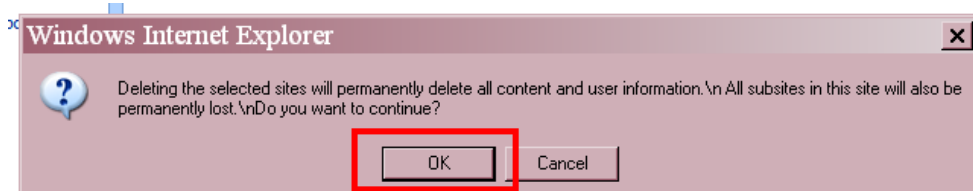
- 14.4 In the right window pane, place a check in the box beside the subsite to be deleted.



- 14.5 Click "Actions" - **Actions** , and select "Delete" - **Delete** .

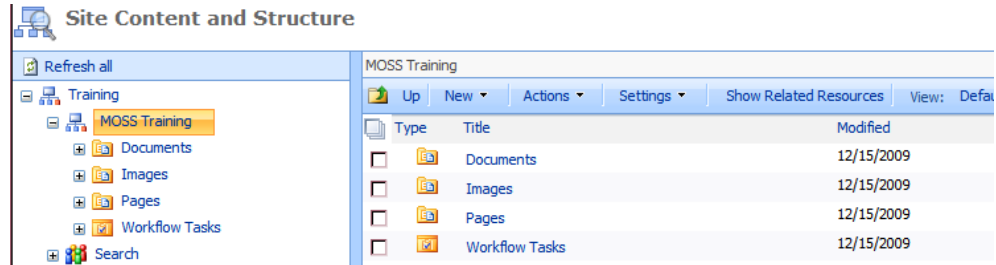


- 14.6 Click "OK" to confirm deletion of the subsite.



Note(s):

- After deletion, the screen will refresh with the deleted site removed.

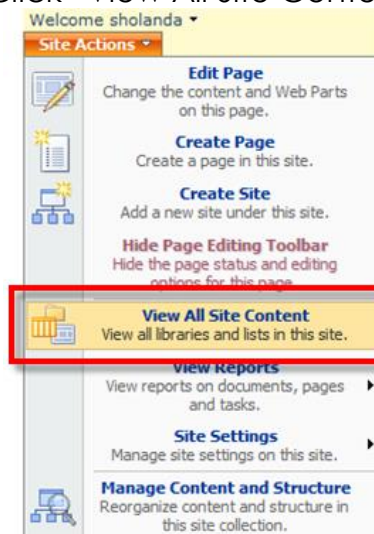


- Only a “Site Owner” can delete a site.
- Although, the delete option is presented to other users, if a non-Owner user attempts to delete a subsite, a notice will appear stating insufficient permissions to complete this action.
- Deleting a subsite, means the subsite and ALL its contents (files, pages, libraries, subsites, etc.) will be **PERMANENTLY** deleted.

15.0 Restore a Deleted Item

15.1 Click “Site Actions” - **Site Actions**

15.2 Click “View All Site Content”, from the drop down menu.



15.3 Click "Recycle Bin".

Training > Actual > All Site Content

All Site Content

Create

Name	Description	Items
Document Libraries		
Documents	This system library was created by the Publishing feature to store documents that are used on pages in this site.	0
Images	This system library was created by the Publishing feature to store images that are used on pages in this site.	0
January Training	January Training	1
Pages	This system library was created by the Publishing feature to store pages that are created in this site.	2
Picture Libraries		
There are no picture libraries. To create one, click Create above.		
Lists		
Workflow Tasks	This system library was created by the Publishing feature to store workflow tasks that are created in this site.	2
Sites and Workspaces		
There are no subsites or workspaces. To create one, click Create above.		
Recycle Bin		
Recycle Bin	Use this page to restore items that you have deleted from this site, or to empty deleted items.	1

15.4 Place a check mark beside the item to be restored.

Training > Recycle Bin

Recycle Bin

Use this page to restore items that you have deleted from this site or to empty deleted items. Items that were deleted more than 30 day(s) ago will be automatically emptied. To manage deleted items for the entire Site Collection go to the [Site Collection Recycle Bin](#).

Restore Selection | Delete Selection

Type	Name	Original Location	Created By	Deleted	Size
<input checked="" type="checkbox"/>	ATT00229.jpg	/Angels	sholanda	2/1/2010 10:32 AM	26.7 KB

15.5 Click "Restore Selection".

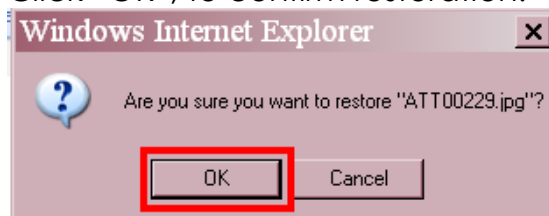
Training > Recycle Bin

Recycle Bin

Use this page to restore items that you have deleted from this site or to empty deleted items. To manage deleted items for the entire Site Collection go to the [Site Collection Recycle Bin](#).

Restore Selection | Delete Selection

15.6 Click "OK", to confirm restoration.



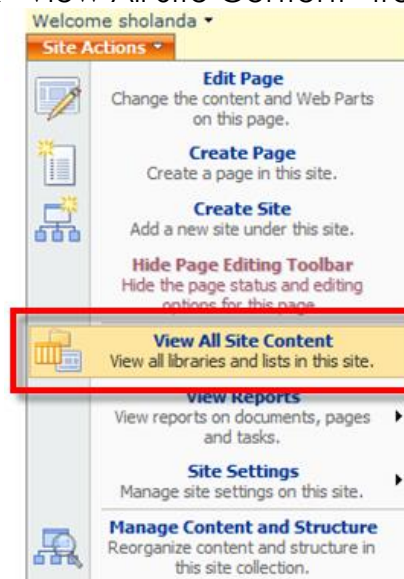
Note(s):

- After the restoration occurs, the screen will refresh with the restored item no longer listed and any remaining items will display.
- A restored items are returned:
 - To their original location, prior to deletion.
 - With their same status prior to deletion, i.e. if a page had a 'pending' status before being deleted it will be pending after restoration.
- **Subsites are NOT able to be restored.** If you delete a subsite, it will not be sent to the Recycle Bin and you will have to create a new one to replace it.

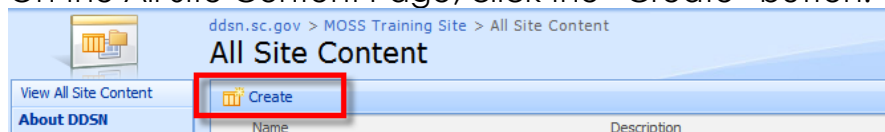
16.0 Create a Document Library (Owners Only)

16.1 Click "Site Actions" - .

16.2 Click "View All Site Content" from the drop down menu.



16.3 On the All Site Content Page, click the "Create" button.



16.4 Click "Document Library", from the Create page.

Create

Select an item to create a new list, library, discussion board, survey, or other item. Hover over an item to view details.

Libraries

- Document Library
- Picture Library

Tracking

- Tasks

Customization

- Cus
- Imp

16.5 Enter Name, Description, Navigation, Document Version History, and Document Template Information (optional).

Home > Movies > Westerns > Create > New

New

Name and Description

Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.

Name: PDFs

Description: This library will contain PDFs from our Monthly Staff Meetings.

Navigation

Specify whether a link to this document library appears in the Quick Launch.

Display this document library on the Quick Launch?

☒ Yes ☐ No

Document Version History

Specify whether a version is created each time you edit a file in this document library. [Learn about versions.](#)

Create a version each time you edit a file in this document library?

☐ Yes ☒ No

Document Template

Select a document template to determine the default for all new files created in this document library.

Document Template: Microsoft Office Word 97-2003 document

Note(s):

- Document Version History is a personal preference.
 - Selecting "Yes" means each time the same document is uploaded to the library, with an update, it will have multiple copies (versions) versus overriding the previously saved version.
 - Selecting "No" means each time the same document is uploaded to the library it will override the previously uploaded version.
- Navigation choice determines whether a library reference link will display in the Left Navigation.
 - Selecting "Yes" to Quick Launch will display a link to the section of Document Libraries within the Left Navigation.
 - Selecting "No" to Quick Launch means no reference link will appear in the Left Navigation. This is the preferred option.

16.6 Click the “Create” button, at the bottom of the page.

Note(s):

- After clicking the create button, the newly created document library will appear as displayed below.

17.0 Add an Item to a Document Library

17.1 Navigate to the desired document library.

Note(s):

- Library locations vary depending upon the site's layout.

17.2 Click the downward arrow on the “Upload” button and select “Upload Document”.

MOSS> MOSS Mock Training Site 2 > MOSS Accounting Services

17.3 Click “Browse” on the Upload Document page.

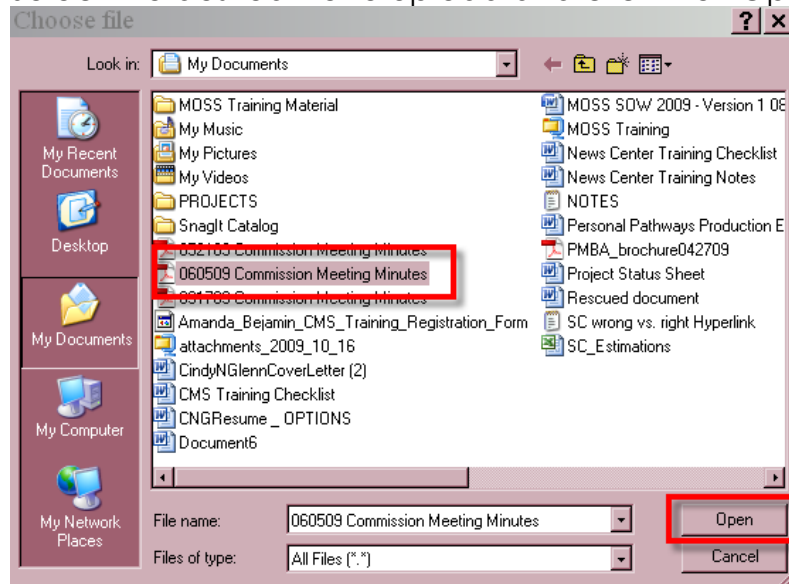
MOSS> MOSS Mock Training Site 2 > MOSS Accounting Services > Upload Document

Upload Document: MOSS Accounting Services

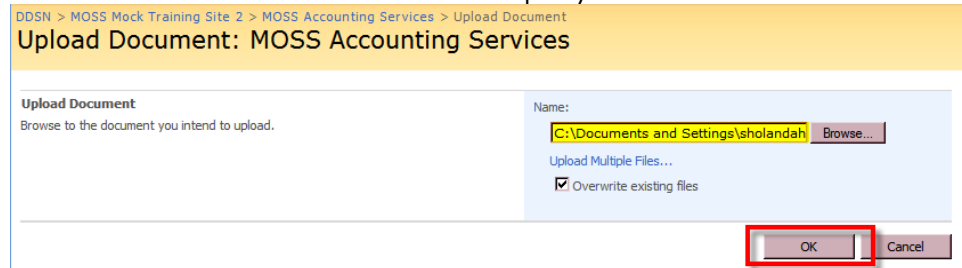
Note(s):

- By default, “Overwrite existing files” is checked. If ‘versioning documents’ has been selected for the document library, uncheck this option.
- Versioning is the choice to have each new copy of the document saved uniquely from the previous saved version.

17.4 Select the desired file to upload and click the “Open” button.



17.5 Click “OK”. The chosen file will display the Name text box.



17.6 Click "Check-in".
Documents: CS_WaiverApplication

The document was uploaded successfully and is checked out to you. You must fill out any required properties and check it in before other users will be able to access it.

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Check In Cancel

Delete Item | Spelling... * indicates a required field

Name * CS_WaiverApplication .pdf

Title

Scheduling Start Date

☒ Immediately

☐ On the following date:

12 AM 00

Scheduling End Date

☒ Never

☐ On the following date:

12 AM 00

Version: 0.1
Created at 12/16/2009 12:01 PM by sholanda
Last modified at 12/16/2009 12:01 PM by sholanda

Check In Cancel

Note(s):

- Name will automatically populate, based on the file name when it is uploaded. However, the 'Name' can be modified, if desired.
- Title and Scheduling information is optional.
- Once the file is checked in, the following screen appears:

Documents

This system library was created by the Publishing feature to store documents that are used on pages in the

New Upload Actions Settings

Type	Name	Modified	Modified By	Approval Status
Folder	News	12/16/2009 11:17 AM	sholanda	Pending
Document	CS_WaiverApplication2 ! NEW	12/16/2009 12:21 PM	sholanda	Draft

17.7 Hover over the newly added document, and click the downward arrow button.

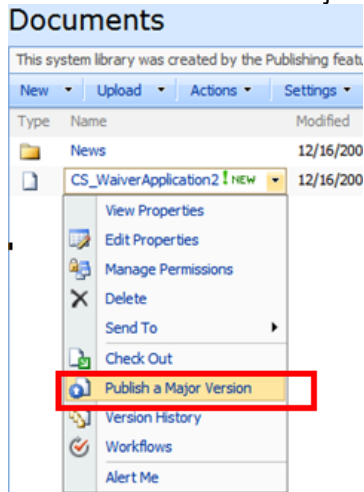
Documents

This system library was created by the Publishing feature to store documents that are used on pages in the

New Upload Actions Settings

Type	Name	Modified	Modified By	Approval Status
Folder	News	12/16/2009 11:17 AM	sholanda	Pending
Document	CS_WaiverApplication2 ! NEW	12/16/2009 12:21 PM	sholanda	Draft

17.8 Select “Publish a Major Version”.



17.9 Enter comments, if desired. Click “OK”.

Publish Major Version

Use this page to publish the current version of this document.

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper permissions.

Comments
Type comments describing what has changed in this version.

Comments:

{ Optional }

OK Cancel

17.10 Enter optional information, if desired. Click “Start”.

Home > Movies > Pages > default > Workflows > Start Workflow

Start "Parallel Approval": [default] ← Name of the page to be approved.

Request Approval
To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once everyone has finished their tasks.

Approvers: Approvers

Assign a single task to each group entered (Do not expand groups).

Type a message to include with your request:

{ Optional }

Due Date
If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.

Tasks are due by: { Optional }

Notify Others
To notify other people about this workflow starting without assigning tasks, type names on the CC line.

CC: { Optional }

Start Cancel

Note(s):

- The status changes to 'Pending' after the Approval process has initiated for an uploaded document.

Documents

This system library was created by the Publishing feature to store documents that are used on pages in this s

New ▾ Upload ▾ Actions ▾ Settings ▾						
Type	Name	Modified	Modified By	Approval Status	Sched	
Folder	News	12/16/2009 11:17 AM	sholanda	Pending		
Document	CS_WaiverApplication2 NEW	12/16/2009 12:40 PM	sholanda	Pending		

- The document must be approved before the document is available to external site visitors.

18.0 Add Multiple Items to a Document Library

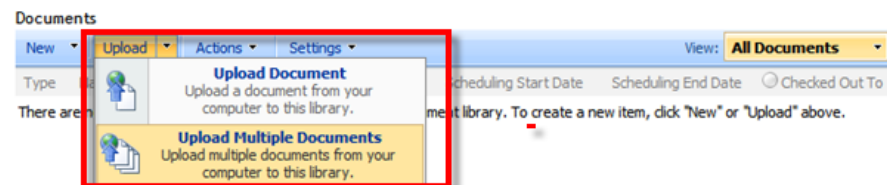
18.1 Navigate to the desired document library.

Note(s):

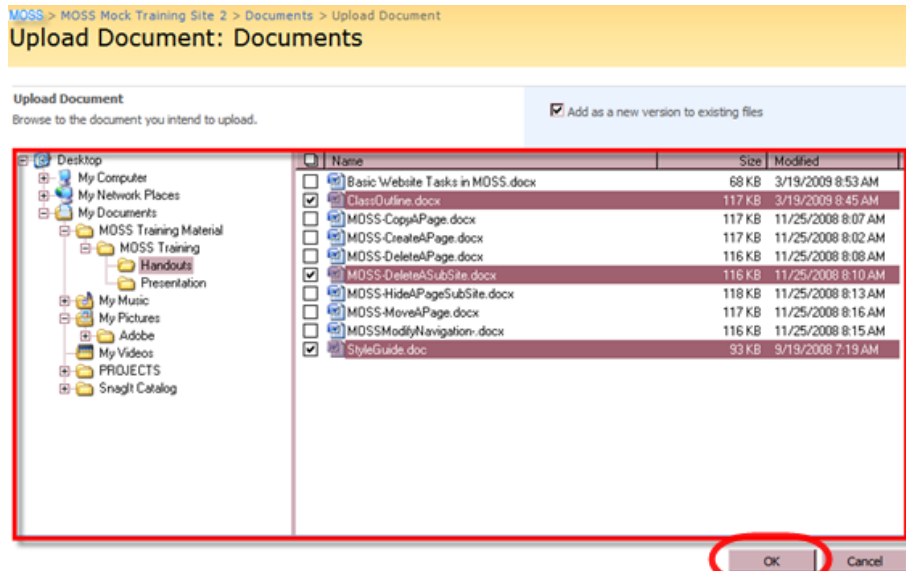
- Library locations vary depending upon the site's layout.
- If you do not have the option to Upload Multiple Documents, you can try reverting Internet Explorer to an older version, such as IE7.

18.2 Click the downward arrow on the "Upload" button and click "Upload Multiple Documents".

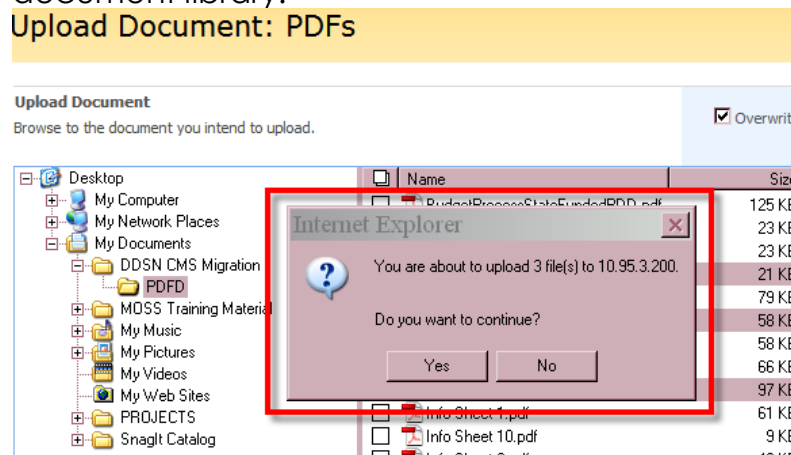
MOSS » MOSS Mock Training Site 2 » Documents



- 18.3 Select the documents to add to the document library and Click “OK”.



- 18.4 Click “Yes” to confirm adding the selected files to the document library.



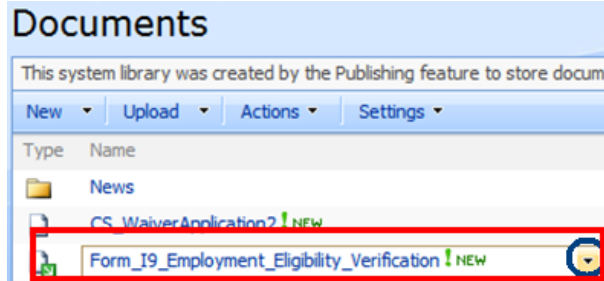
Note(s):

- Size limit for files 20MB.
- For larger files, upload one by one to minimize upload time to site.
- Be patient as the files are adding to the document library. After the files have been added they will display as shown below:

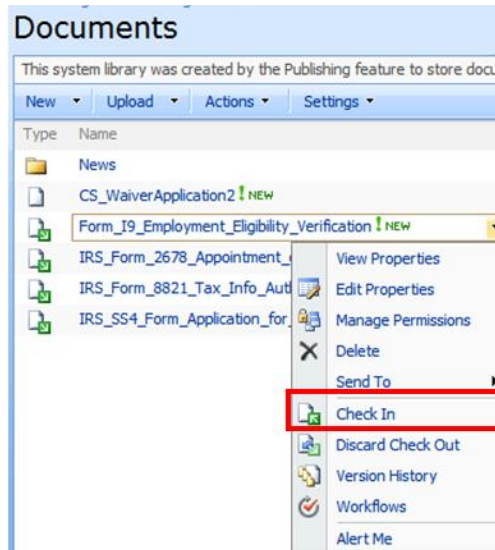
Documents

New Upload Actions Settings					
Type	Name	Modified	Modified By	Approval St	
	ClassOutline NEW	10/27/2009 12:24 PM	sholanda	Draft	
	MOSS-DeleteASubSite NEW	10/27/2009 12:24 PM	sholanda	Draft	
	StyleGuide NEW	10/27/2009 12:24 PM	sholanda	Draft	

- 18.5 For each newly added document, hover over the document and click the downward arrow.



- 18.6 Select 'Check-In'.



- 18.7 Select “#.0 Major version (publish)” and click “OK”.

Check in

Use this page to check in a document that you have currently checked out.

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper permissions.

Document Check In
Other users will not see your changes until you check in. Specify options for checking in this document.

What kind of version would you like to check in?
☐ 0.1 Minor version (draft)
☒ 1.0 Major version (publish)

Keep the document checked out after checking in this version?
☐ Yes ☒ No

Comments
Type comments describing what has changed in this version.

Comments:

OK Cancel

18.8 Enter optional information, if desired. Click “Start”.

Home > Movies > Pages > default > Workflows > Start Workflow

Start "Parallel Approval": [default] Name of the page to be approved.

Request Approval
To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once everyone has finished their tasks.

Approvers

☐ Assign a single task to each group entered (Do not expand groups).

Type a message to include with your request:

{ Optional }

Due Date
If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.

Tasks are due by: { Optional }

Notify Others
To notify other people about this workflow starting without assigning tasks, type names on the CC line.

{ Optional }

Note(s):

- With Multiple Document Upload, you must complete the Approval Process for EACH document uploaded, i.e. follow steps 11.4 – 11.7 for EACH document uploaded during the Multiple Document Upload process.
- The Approval Status for a document will change to “Pending” after the approval process is initiated.

Documents

This system library was created by the Publishing feature to store documents that are used on pages in this site.

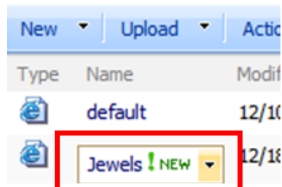
New Upload Actions Settings					
Type	Name	Modified	Modified By	Approval Status	
Folder	News	12/16/2009 11:17 AM	sholanda	Pending	
Document	CS_WaiverApplication2 NEW	12/16/2009 12:40 PM	sholanda	Pending	
Document	Form_19_Employment_Eligibility_Verification NEW	12/16/2009 3:59 PM	sholanda	Pending	
Document	IRS_Form_2678_Appointment_of_Agent NEW	12/16/2009 3:52 PM	sholanda	Draft	
Document	IRS_Form_8821_Tax_Info_Authorization NEW	12/16/2009 3:52 PM	sholanda	Draft	
Document	IRS_SS4_Form_Application_for_Employer_ID_Number NEW	12/16/2009 3:52 PM	sholanda	Draft	

- A document must be approved to become available to your external site visitors.

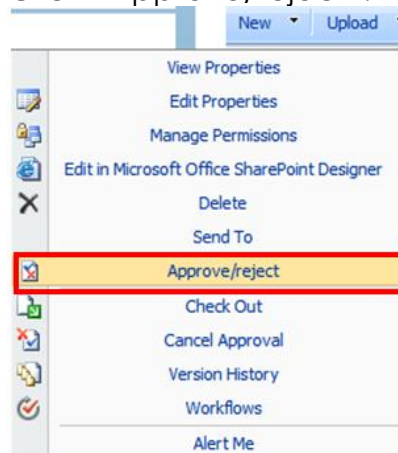
19.0 Approve or Reject a Resource Item (Approvers Only)

19.1 Navigate to the item that needs approval.

19.2 Hover over the item and click the downward arrow.



19.3 Click "Approve/reject".



19.4 Select "Approved" or "Rejected" on the Approval page, and Click "OK".

Pages: Jewels

Use this page to approve or reject submissions. Note that rejecting an item does not delete it, and that users who know the exact URL of a rejected item can still view it.
[Learn about requiring approval.](#)

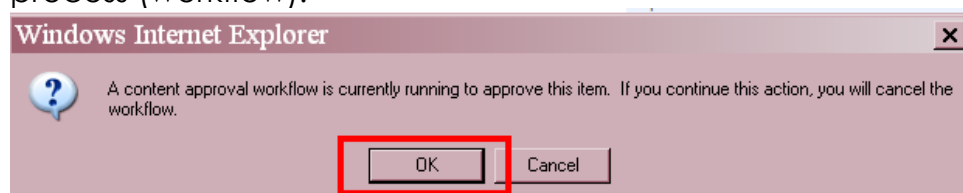
Approval Status
Approve, reject, or leave the status of the item as Pending. If you approve or reject this item, any content approval workflow that is in progress for it will be canceled.

Comment
Use this field to enter any comments about why the item was approved or rejected.

☒ **Approved.** This item will become visible to all users.
☐ **Rejected.** This item will be returned to its creator and not appear in public views.
☐ **Pending.** This item will remain visible to its creator and all users with the Manage Lists permission.

[Optional]

19.5 Click "OK" to confirm your choice, and update the approval process (workflow).



Note(s):

- After the approval choice is made, the screen will refresh to the original page with an updated approval status.

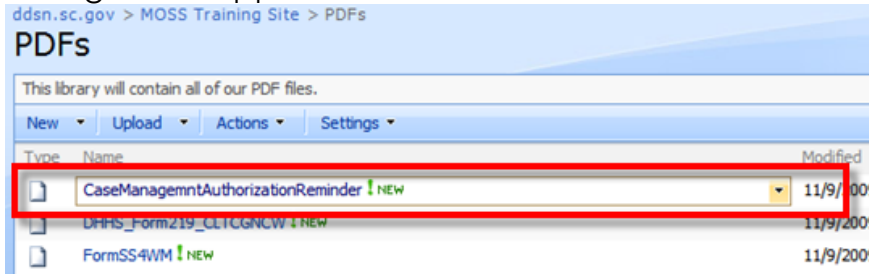
20.0 Delete an Item from a Document Library

20.1 Navigate to the desired library.

Note(s):

- Library locations vary depending upon the site's layout.

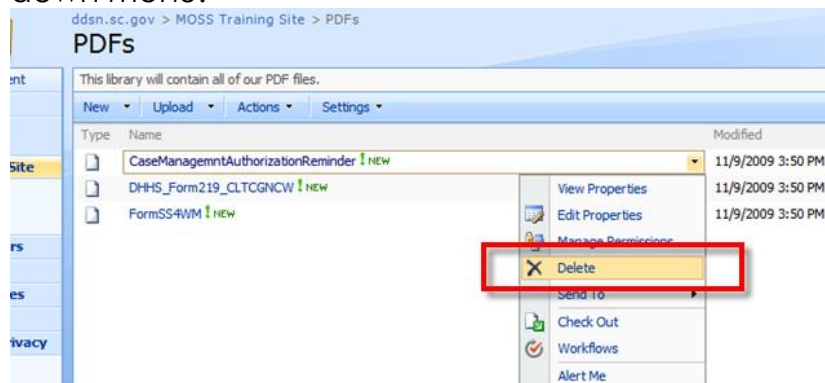
20.2 Hover over the file to be deleted. This will make a downward facing arrow appear.



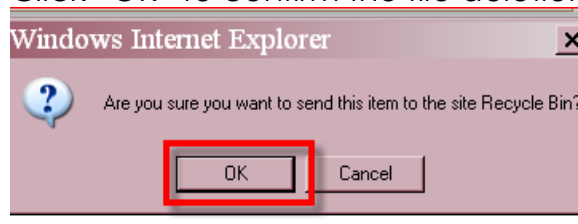
Note(s):

- 'Hover' over the item DO NOT click it. If the item is clicked, the document will open and the BACK button of the internet browser should be clicked to return to the original location.

20.3 **Click the downward arrow** and **select "Delete"** from the drop down menu.

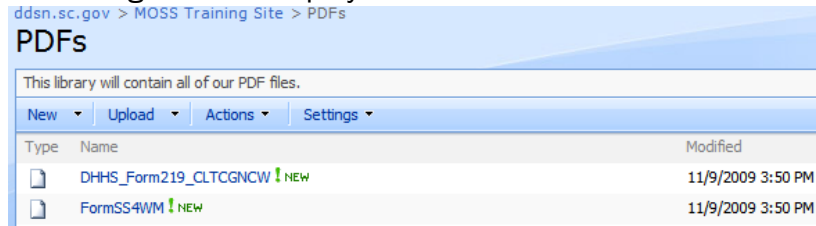


20.4 Click "OK" to confirm the file deletion.



Note(s):

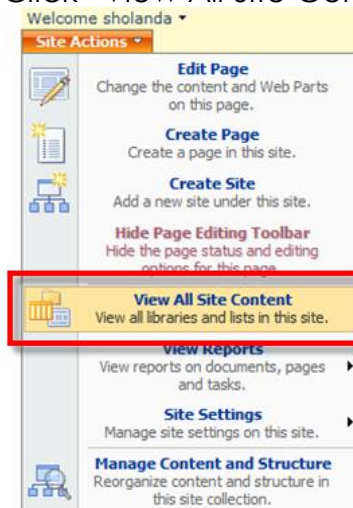
- After clicking “OK”, the deleted file will be removed and any remaining files will display.



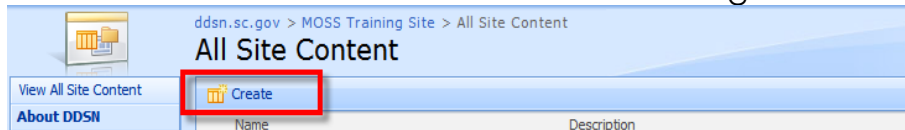
21.0 Create a Picture Library (Owners Only)

21.1 Click “Site Actions” - .

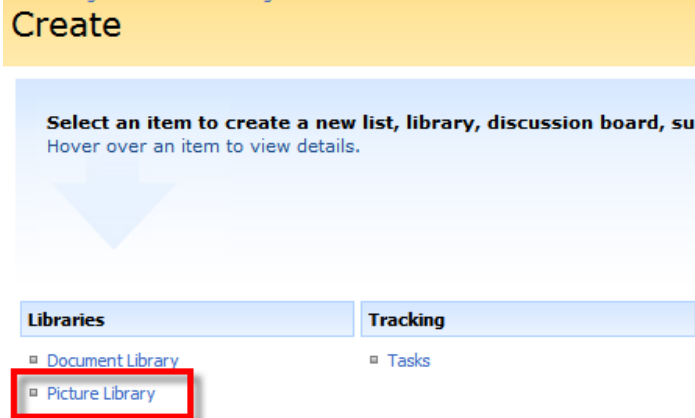
21.2 Click “View All Site Content” from the drop down menu.



21.3 Click the “Create” from the All Site Content Page.



21.4 From the Create page, click "Picture Library".

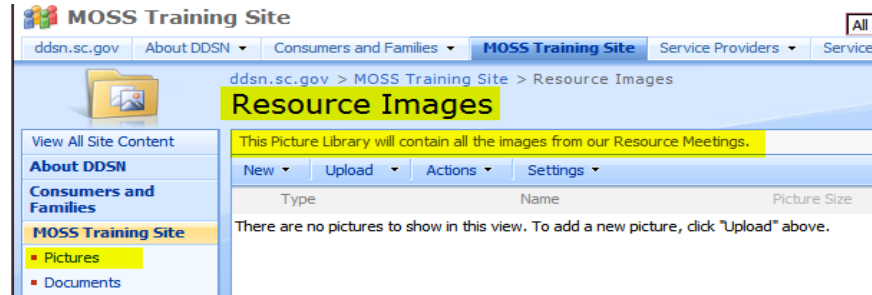


21.5 Enter the **Name**, **Description**, **Navigation**, and **Picture Version History** information and click "Create".

Note(s):

- **Picture Version History** is a personal preference.
 - Selecting "**Yes**" means each time the same document is uploaded to the library the file will have multiple copies (versions) versus overriding the previously saved version.
 - Selecting "**No**" means each time the same document is uploaded to the library it will override the previously uploaded version.
- Navigation choice determines whether your newly created library will display in the Left Navigation.
 - Selecting "**Yes**" to Quick Launch will display a link to the section of Picture Libraries within the Left Navigation.
 - Selecting "**No**" to Quick Launch means no link reference will be made to the picture libraries within the Left Navigation.

- After clicking Create, the newly created picture library will appear as shown below.



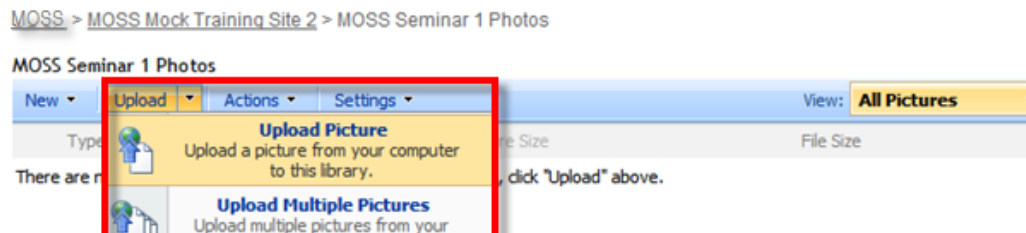
22.0 Add an Item to a Picture Library

22.1 Navigate to the desired picture library.

Note(s):

- Library locations vary depending upon the site's layout.

22.2 Click the downward arrow on the "Upload" button and select "Upload Picture".

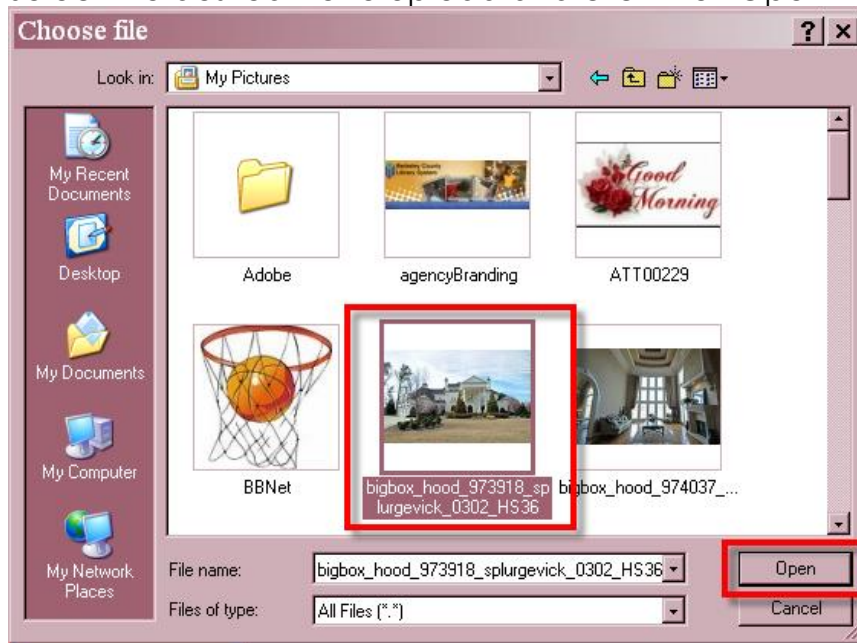


22.3 Click the "Browse" button.

Add Picture: MOSS Seminar 1 Photos



22.4 Select the desired file to upload and click the “Open” button.



22.5 Click the “OK” button. The file name will display in the Name text box.

Add Picture: MOSS Seminar 1 Photos



- 22.6 Enter additional information about the uploaded photo, if desired, and click "OK".

MOSS Seminar 1 Photos:
biabox hood 973918 spluraevick 0302 HS36


The document was uploaded successfully. Use this form to update the properties of the document.

OK Cancel

X Delete Item | ABC Spelling... * indicates a required field

Name * bigbox_hood_973918_splurgevick_030.jpg

Preview



Title

Date Picture Taken 12 AM 00 } Optional

Description

Enter a Description here.

Used as alternative text for the picture.

Keywords

[Optional]

For example: scenery, mountains, trees, nature

Created at 10/27/2009 3:49 PM by sholanda
Last modified at 10/27/2009 3:49 PM by sholanda

OK Cancel

Note(s):

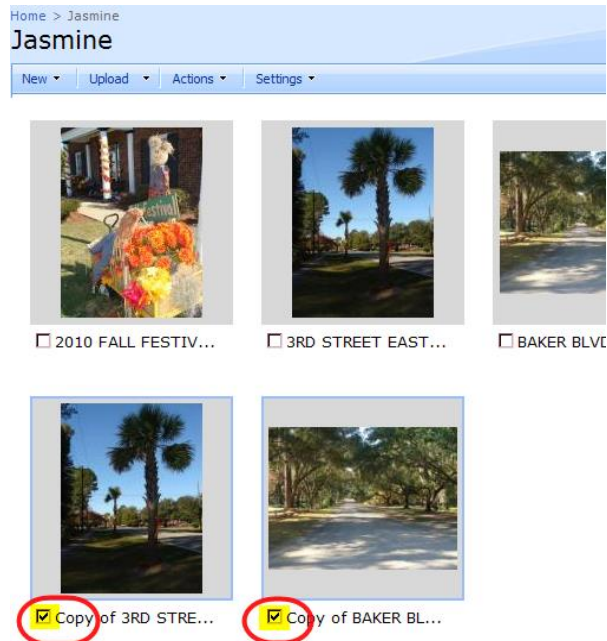
- Name will automatically populate, based on the file name at the time of upload. However, 'Name' can be modified.
- After clicking "OK", the uploaded picture will display as shown below:



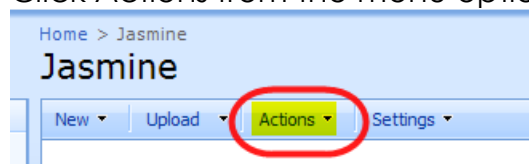
23.0 Delete an Item from a Picture Library

23.1 Navigate to the desired Picture Library.

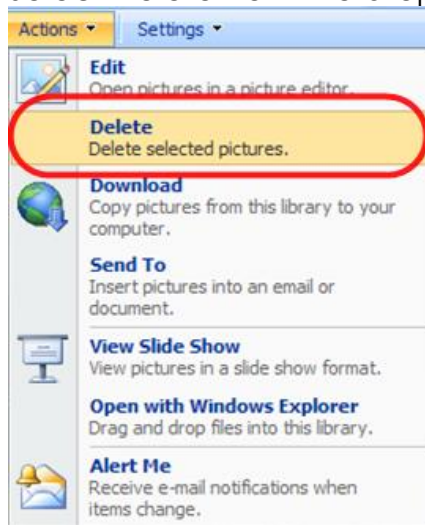
23.2 Place a checkmark in the checkbox below the picture(s) to be deleted.



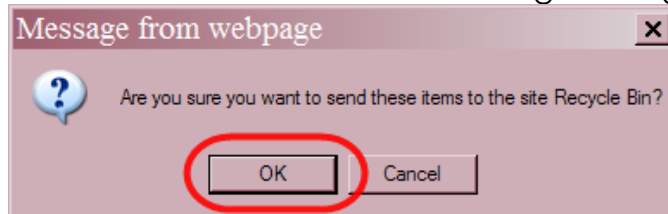
23.3 Click Actions from the menu options.



23.4 Select Delete from the drop down menu.



23.5 Click "OK" on the Windows Message dialog box.



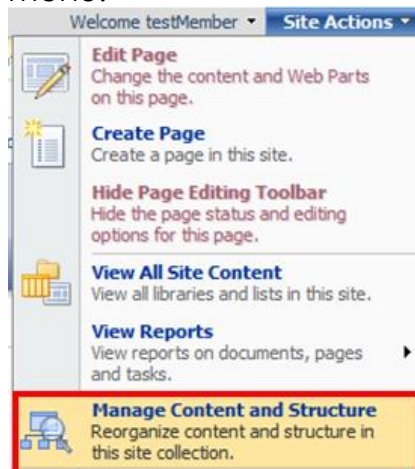
Note(s):

- After clicking "OK", the screen will refresh and the item(s) marked for deletion will be removed. Any remaining items will display.

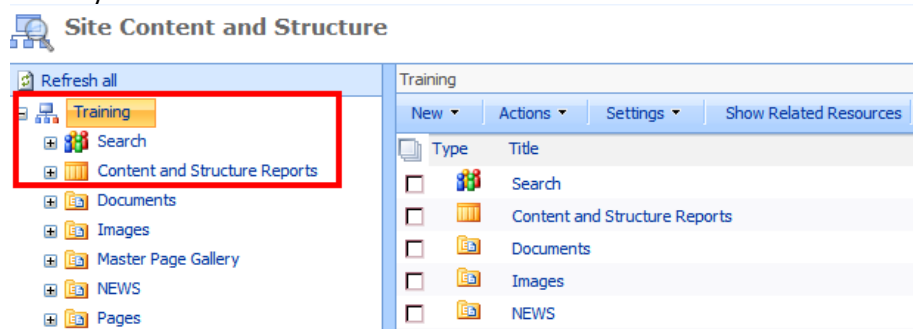
24.0 Delete a Library (Owners Only)

24.1 Click "Site Actions" - **Site Actions**.

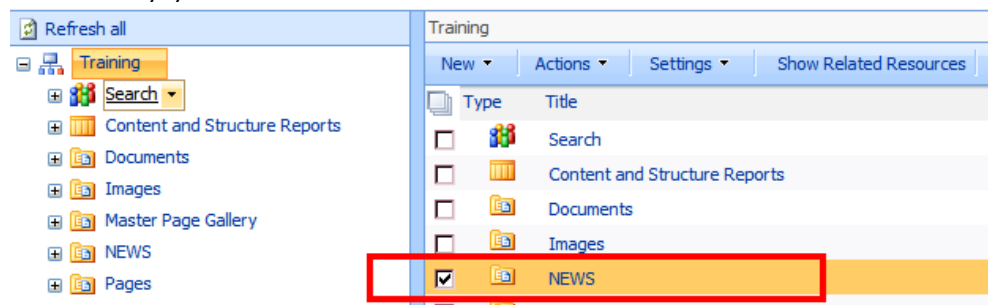
24.2 Click "Manage Content and Structure", from the drop down menu.



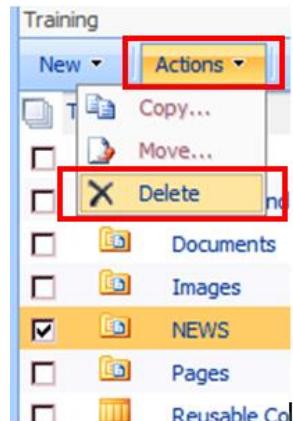
- 24.3 In the left window pane, navigate to the location of the library to be deleted. (Click the plus sign to display items within a folder.)



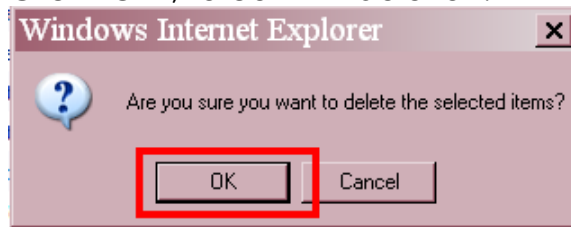
- 24.4 In the right window pane, place a check in the box before the library you want to delete.



- 24.5 Click "Actions"- **Actions** , and select "Delete" - **Delete** .

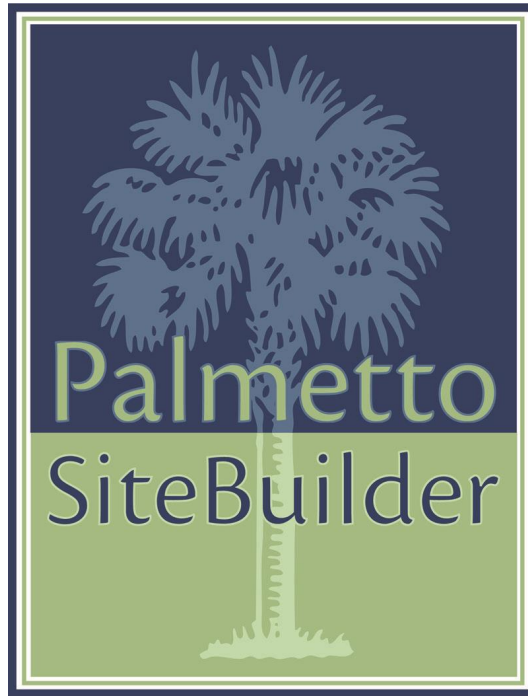


24.6 Click "OK", to confirm deletion.



Note(s):

- After the deletion occurs, the screen will refresh and the library will be removed. Any remaining items will display.
- Be advised that if a library is deleted, all items within that library will be deleted as well.

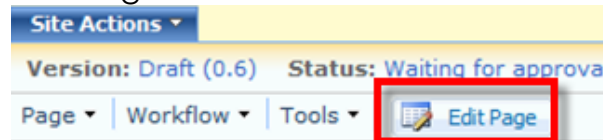


Editing (and Other) Tasks


25.0 Edit a Page

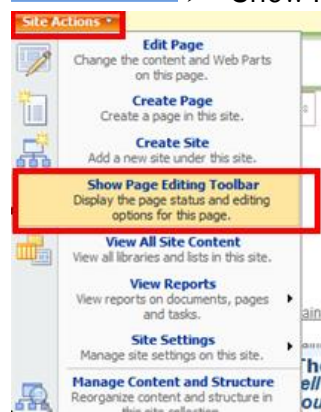
25.1 Navigate to the desired page.

25.2 Click “Edit Page”.

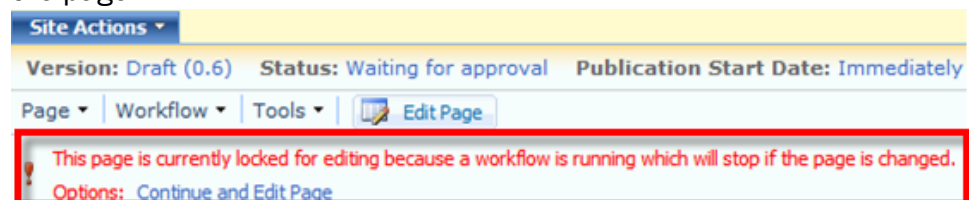


Note(s):

- If the “Edit Page” button is not displaying, Click “Site Actions” -  “Show Page Editing Toolbar”.

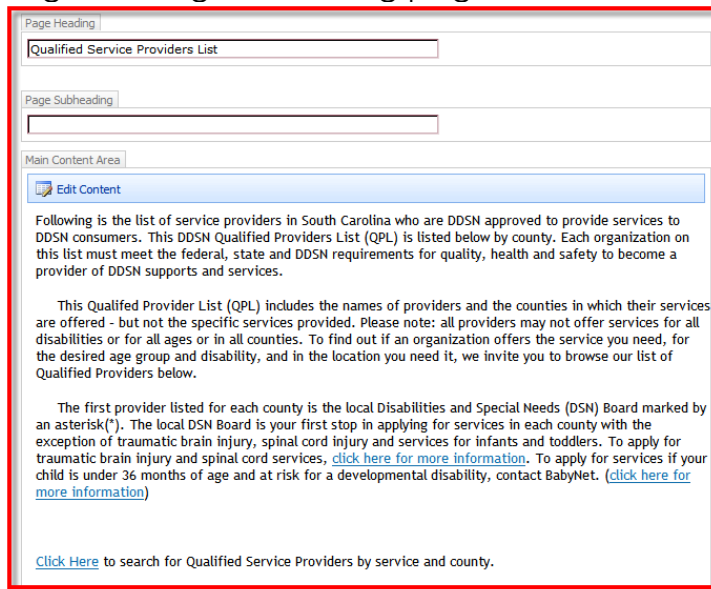


- If the page’s status is waiting for approval, a message will display stating the page is locked. Click “Continue and Edit Page” to edit the page.



- Be advised that if you continue to edit the page, the current approval process will be canceled and a new one must be initiated.

25.3 Begin adding and editing page content.



Page Heading
Qualified Service Providers List

Page Subheading

Main Content Area

[Edit Content](#)

Following is the list of service providers in South Carolina who are DDSN approved to provide services to DDSN consumers. This DDSN Qualified Providers List (QPL) is listed below by county. Each organization on this list must meet the federal, state and DDSN requirements for quality, health and safety to become a provider of DDSN supports and services.

This Qualified Provider List (QPL) includes the names of providers and the counties in which their services are offered - but not the specific services provided. Please note: all providers may not offer services for all disabilities or for all ages or in all counties. To find out if an organization offers the service you need, for the desired age group and disability, and in the location you need it, we invite you to browse our list of Qualified Providers below.

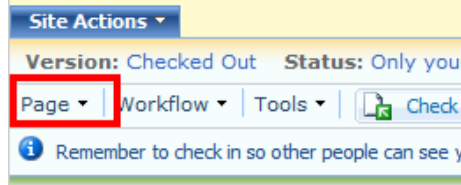
The first provider listed for each county is the local Disabilities and Special Needs (DSN) Board marked by an asterisk(*). The local DSN Board is your first stop in applying for services in each county with the exception of traumatic brain injury, spinal cord injury and services for infants and toddlers. To apply for traumatic brain injury and spinal cord services, [click here for more information](#). To apply for services if your child is under 36 months of age and at risk for a developmental disability, contact BabyNet. ([click here for more information](#))

[Click Here](#) to search for Qualified Service Providers by service and county.

Note(s):

- To edit the Main Content Area, click the “Edit Content” link or click inside the Main Content Area text box.
- In order for the MOSS Editor Toolbar to display, you may need to select the ‘Edit HTML Source’ icon a few times or enter text when Editor is in HTML Editor Mode and then select ‘Edit HTML Source’.
- For a breakdown of the MOSS Editor Toolbar, reference section 36.
- Use the keyboard (shift + arrow keys) to select the text. And ensure that the cursor really is at the end or beginning of a line by using the End/Home keys on the keyboard – even though the cursor won't move when you do this.

25.4 Once editing has been completed, click “Page”.



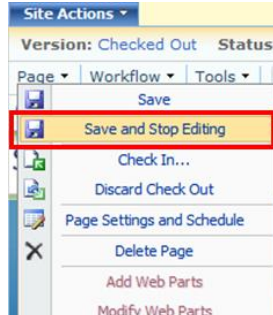
Site Actions

Version: Checked Out Status: Only you

Page Workflow Tools Check

Remember to check in so other people can see y

25.5 Click “Save and Stop Editing”, from the drop down menu.



Site Actions

Version: Checked Out Status:

Page Workflow Tools

Save

Save and Stop Editing

Check In...

Discard Check Out

Page Settings and Schedule

Delete Page

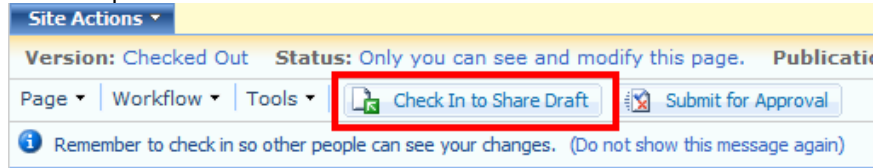
Add Web Parts

Modify Web Parts

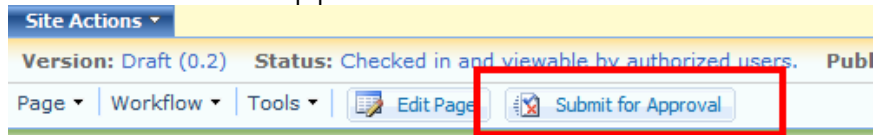
Note(s):

- Be patient as your changes save. This process will take a moment.

25.6 After updates have saved, Click “Check In to Share Draft”.



25.7 Click “Submit for Approval”.

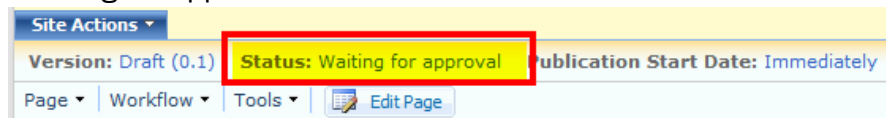


25.8 Enter optional information, when applicable, and Click “Start”.

A screenshot of the SharePoint 'Request Approval' form. The form is titled 'Request Approval' and includes instructions: 'To request approval for this document, type the names of the people who need to approve it on the Approvers line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once everyone has finished their tasks.' The form has several sections: 'Approvers' (with a text input field and a 'Name of the page to be approved.' label), 'Assign a single task to each group entered (Do not expand groups)' (with a checkbox), 'Type a message to include with your request:' (with a large yellow text area containing '{ Optional }'), 'Due Date' (with a text input field and a 'Tasks are due by:' label), and 'Notify Others' (with a text input field and a 'cc:' label). The 'Start' button is highlighted with a red circle.

Note(s):

- After a page is submitted for approval, the status will change to ‘Waiting for Approval’.

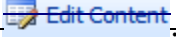


- An email will be sent to the Approver(s) notifying them a page needs to be approved, after the request for approval.
- Approvers refer to Section 12.0 of this MOSS User Guide.
- A page will not be visible by external site visitors until it has been approved.

26.0 Attach a Document to a Page

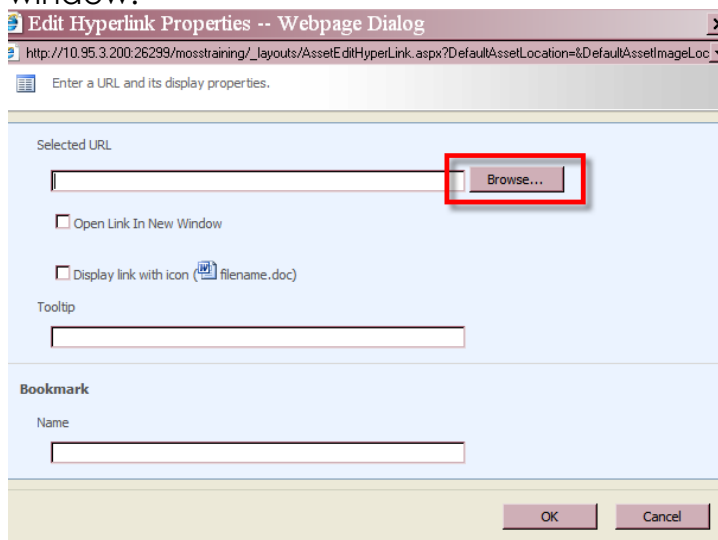
26.1 Navigate to the desired page to add the attachment.

26.2 Click "Edit Page" button or "Site Actions ➤ Edit Page".

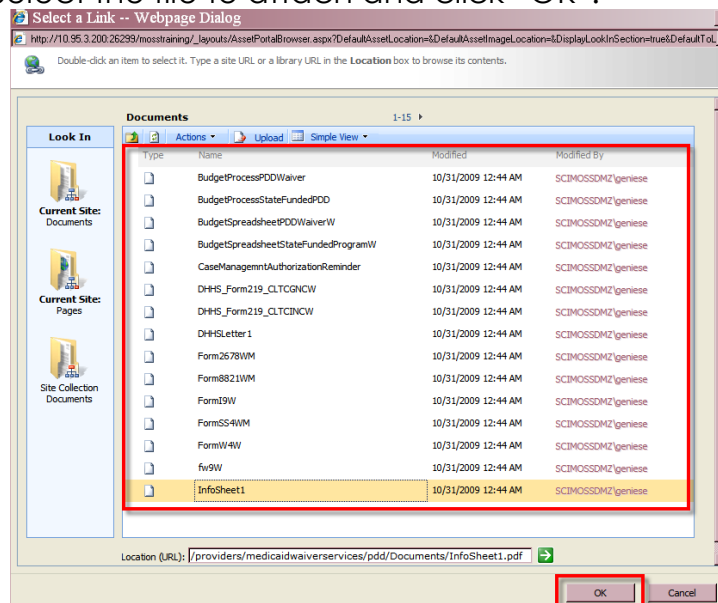
26.3 Place the cursor in the Main Content Area text box or Click the "Edit Content" link .

26.4 Click the Insert Hyperlink Icon .

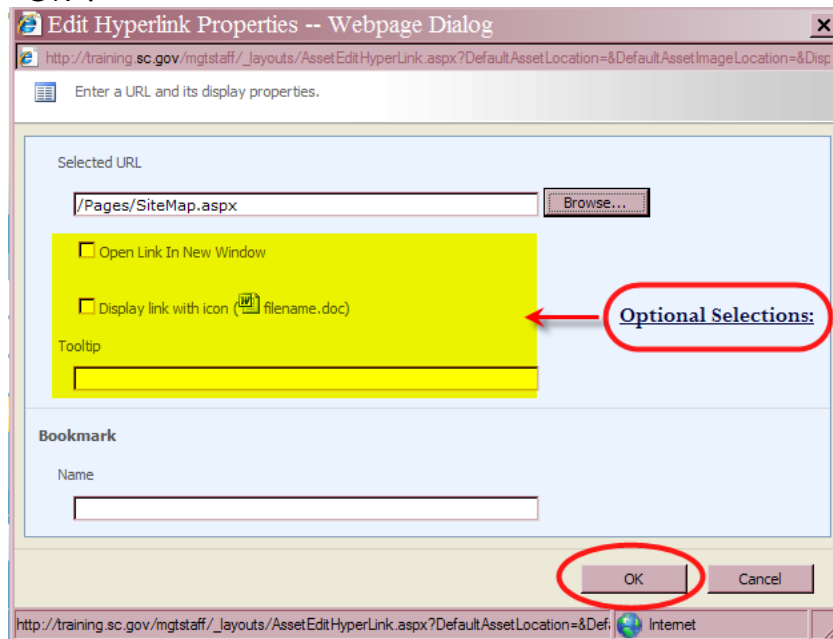
26.5 Click the "Browse" button, on the 'Edit Hyperlink Properties' window:



26.6 Select the file to attach and click "OK".

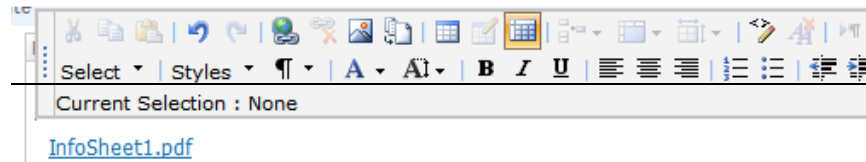


26.7 Enter optional information for the attached file and click “OK”.



Note(s):

- Optional Information includes “Open Link In New Window”, “Display link with icon”, and “Tooltip”.
- If the URL does not populate in the Selected URL field, click browse again, navigate to the selected file, copy the Location URL, click “OK”, and paste the Location URL into the Selected URL field.
- After the file is attached it will display as shown below:




26.8 Once editing has been completed, Save the page, Check into Shared Draft, and Submit for Approval.

27.0 Add a Hyperlink to an External Website onto a Page

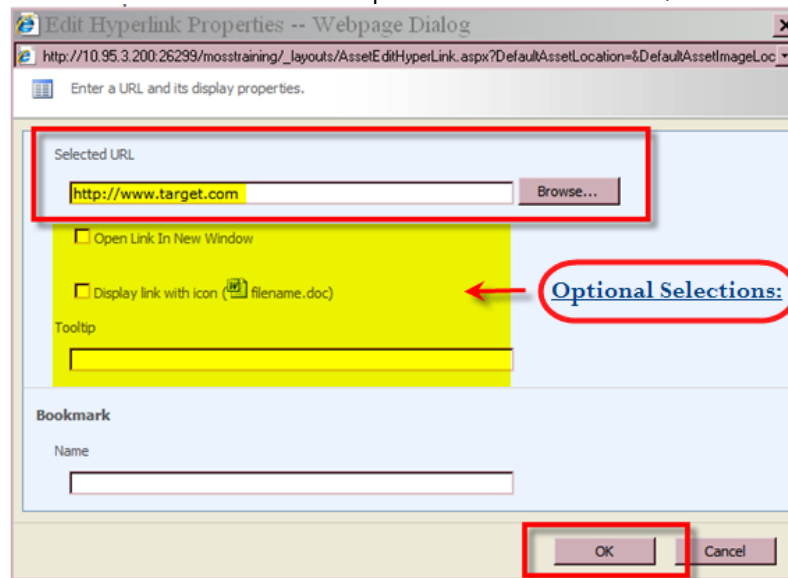
27.1 Navigate to the page to add a hyperlink.

27.2 Click “Edit Page” button or “Site Actions ➤ Edit Page”.

27.3 Place the cursor in the Main Content Area text box or Click the “Edit Content” link -  Edit Content.

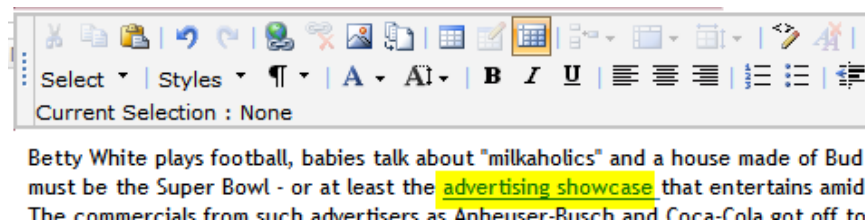
27.4 Highlight the text you desire to be a link and Click the Insert Hyperlink Icon - .

- 27.5 Enter the URL (Website Address) in the Selected URL field and click "OK". Enter optional information, if desired.



Note(s):

- When entering an external website address in the Selected URL field, 'http://' **must** be included with the web address.
 - For example, do not type www.youtube.com, enter <http://www.youtube.com>.
- Optional information includes 'Open Link In New Window', 'Display link with icon', or Tooltip.
- The previously highlighted text will appear as a link in the Main Content Area text box.




- 27.6 Once editing has been completed, Save the page, Check into Shared Draft, and Submit for Approval.

28.0 Add a Hyperlink to a Document onto a Page

28.1 Navigate to the page to add a hyperlink.

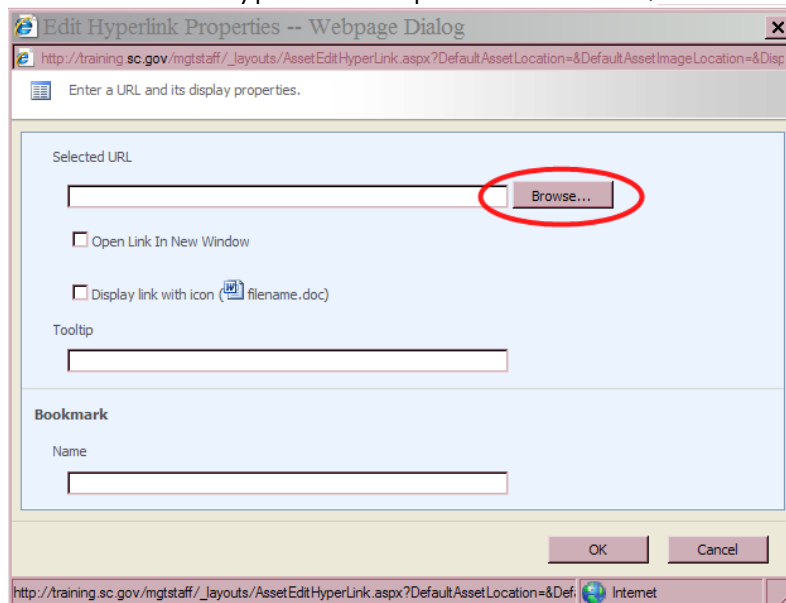
28.2 Click "Edit Page" button or "Site Actions ➤ Edit Page".

28.3 Place the cursor in the Main Content Area text box or Click the "Edit Content" link -  Edit Content.

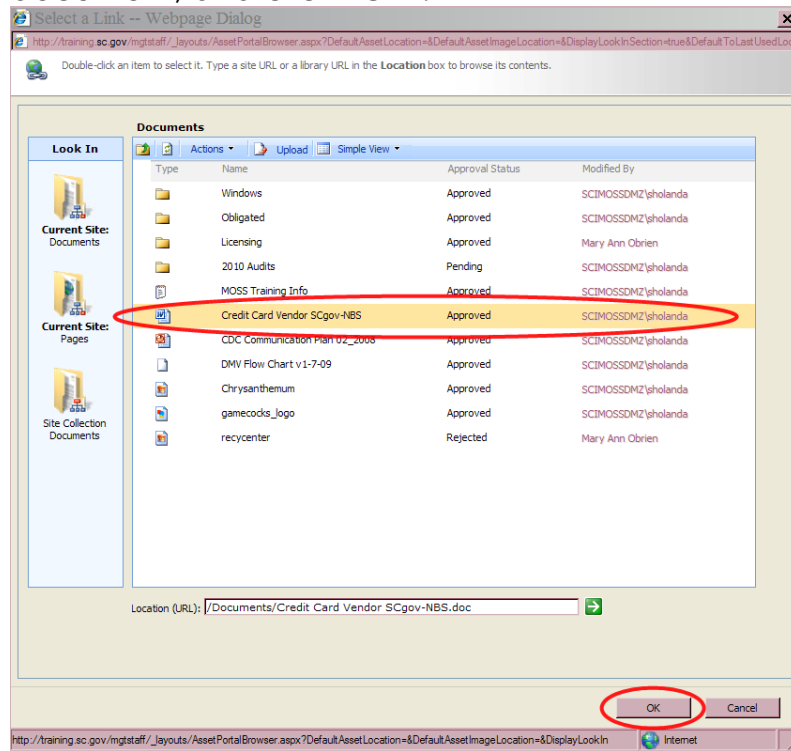
28.4 Highlight the text you desire to be a link and Click the Insert

Hyperlink Icon - .


28.5 In the Edit Hyperlink Properties window, click Browse.

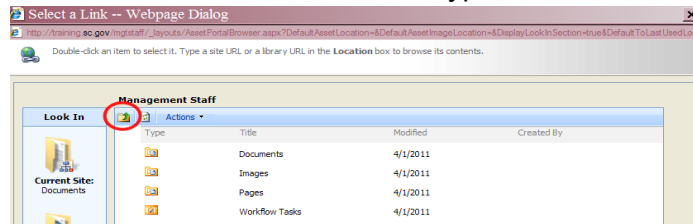


28.6 Navigate to the document to be hyperlinked, select the document, and click "OK".

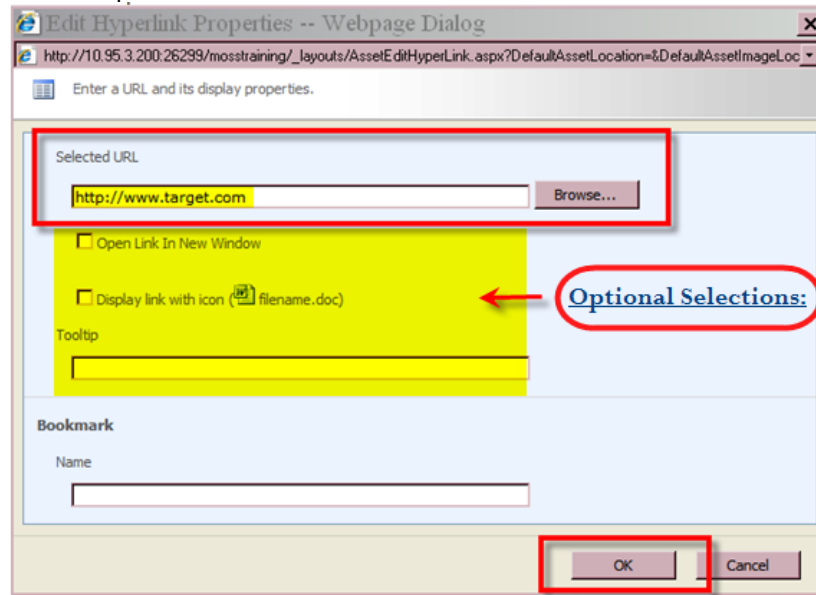


Note(s):

- In some instances, you must click  to navigate to the location of the document to be hyperlinked.



28.7 Enter optional information, if desired, and click “OK”.



Note(s):

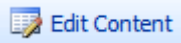
- After clicking “OK”, the screen will automatically return you to your MOSS Page displaying your hyperlink.


course. Now, let me ask you something. What
when it comes to training? In most businesses
you need for the government, and all that kind of
product knowledge. Maybe how to ring up and
be customer service!

29.0 Add a Hyperlink to a MOSS Page onto a Page

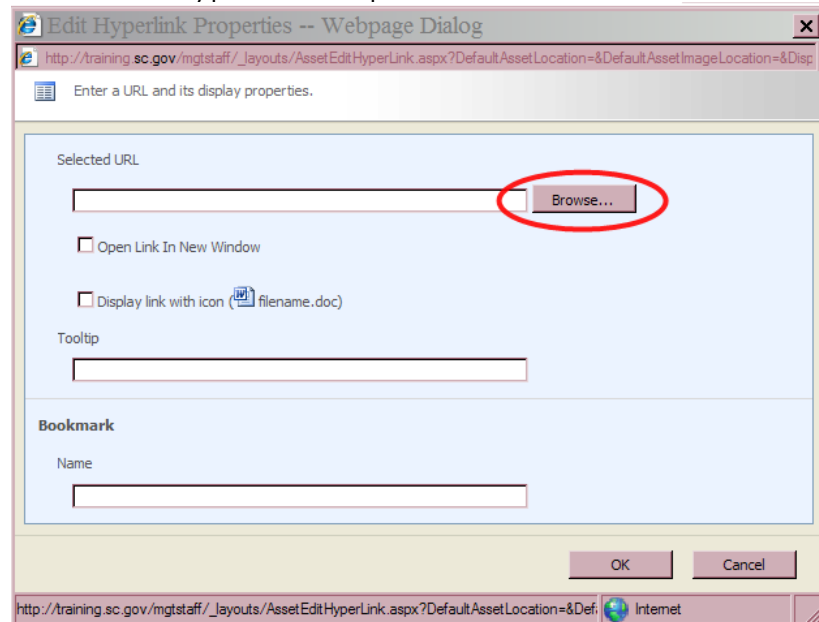
29.1 Navigate to the page to add a hyperlink.

29.2 Click “Edit Page” button or “Site Actions ➤ Edit Page”.

29.3 Place the cursor in the Main Content Area text box or Click the “Edit Content” link - .

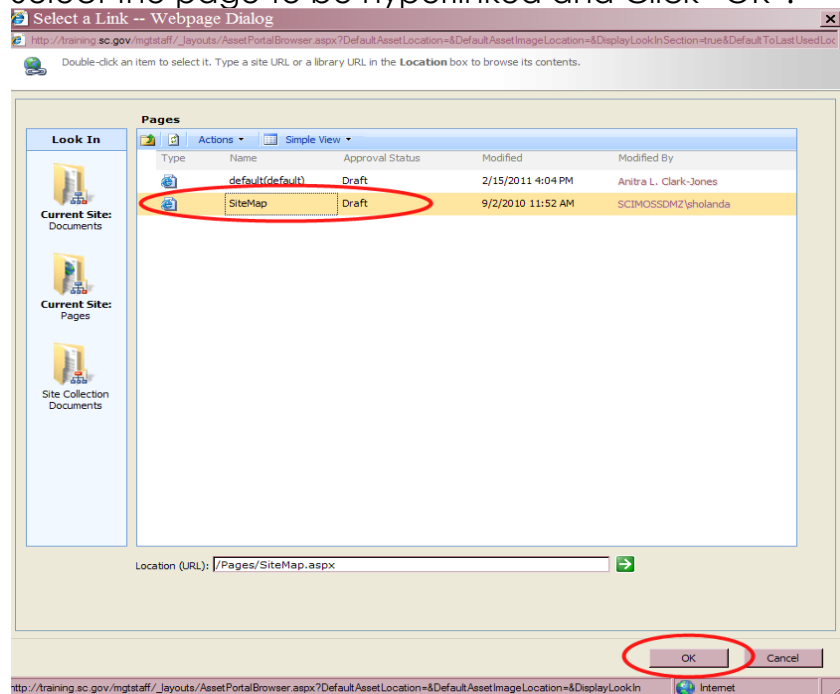
29.4 Highlight the text you to be a link and Click the Insert Hyperlink Icon - .

29.5 In the Edit Hyperlink Properties window, click “Browse”.

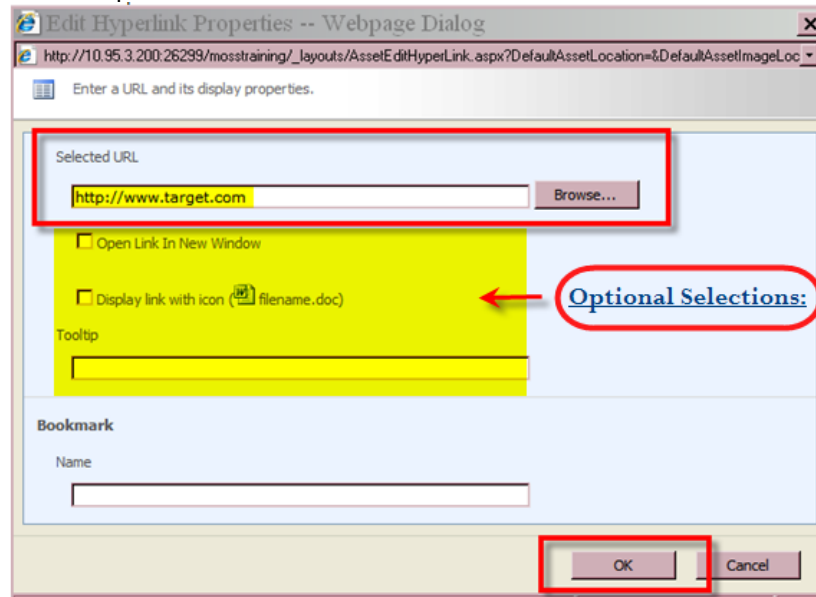


29.6 Navigate to the MOSS Page. (All pages are located in the 'Pages' folder within subsites).

29.7 Select the page to be hyperlinked and Click “OK”.



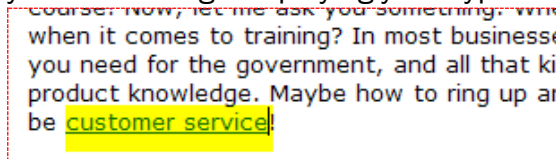
29.8 Enter optional information, if desired, and Click “OK”.



29.9 Once editing has been completed, Save the page, Check Into Shared Draft, and Submit for approval.

Note(s):

- After clicking “OK”, the screen will automatically return you to your MOSS Page displaying your hyperlinked document.



- To create a hyperlink to a Subsite’s homepage, select ‘default’ within the Pages folder.

30.0 Copy Text From a Document onto a Page

30.1 Copy the text from your document.

Note(s):

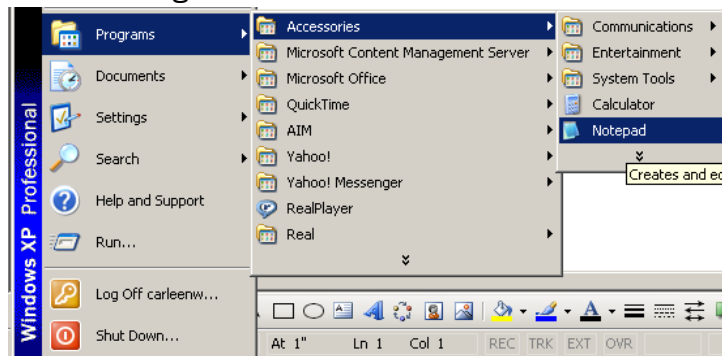
- Highlight and copy the text from your original document by selecting the text you wish to copy and then pressing “Ctrl” + “C”.

30.2 Paste the text into Notepad.

Note(s):

- Open Notepad (Start>All Programs>Accessories>Notepad) and place your cursor in the body of your Notepad file and press “Ctrl” + “V”. This will strip away all formatting, including any HTML code that

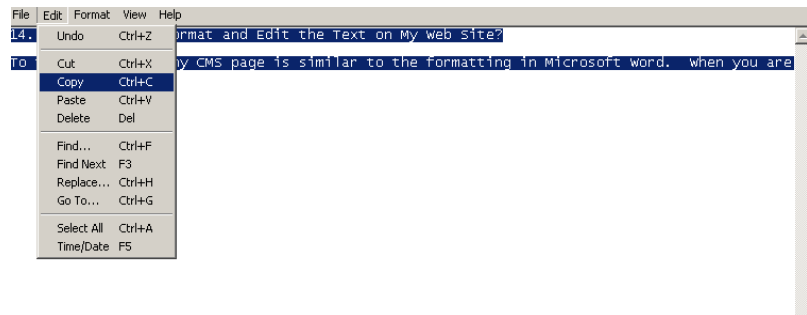
MS Word might add to the document.



30.3 Copy the text from Notepad.

Note(s):

- With Notepad still active, place your cursor in the white area click “Ctrl” + “A” and then “Ctrl” + “C”.



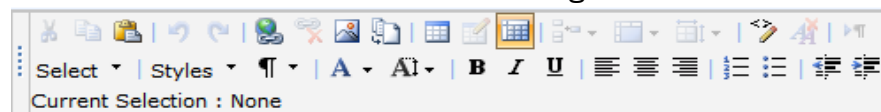
30.4 Navigate to the desired MOSS Page.

30.5 Click “Edit Page” button or “Site Actions ➤ Edit Page”.

30.6 Paste the copied text into the desired section of your MOSS Web page.

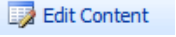

Note(s):

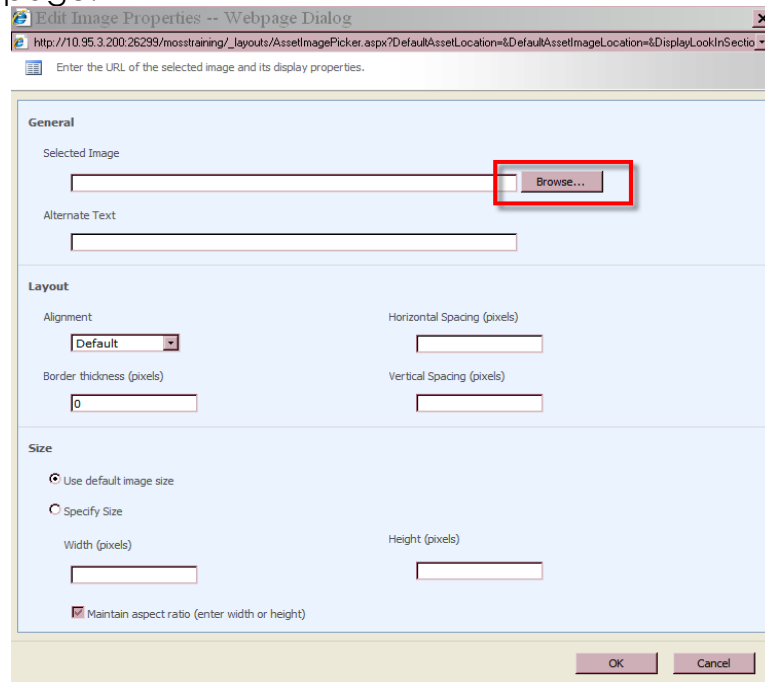
- Place the cursor in the desired content area space and press “Ctrl” + “V”. Now format the pasted content using the formatting toolbar located above the content. The formatting toolbar is shown below:



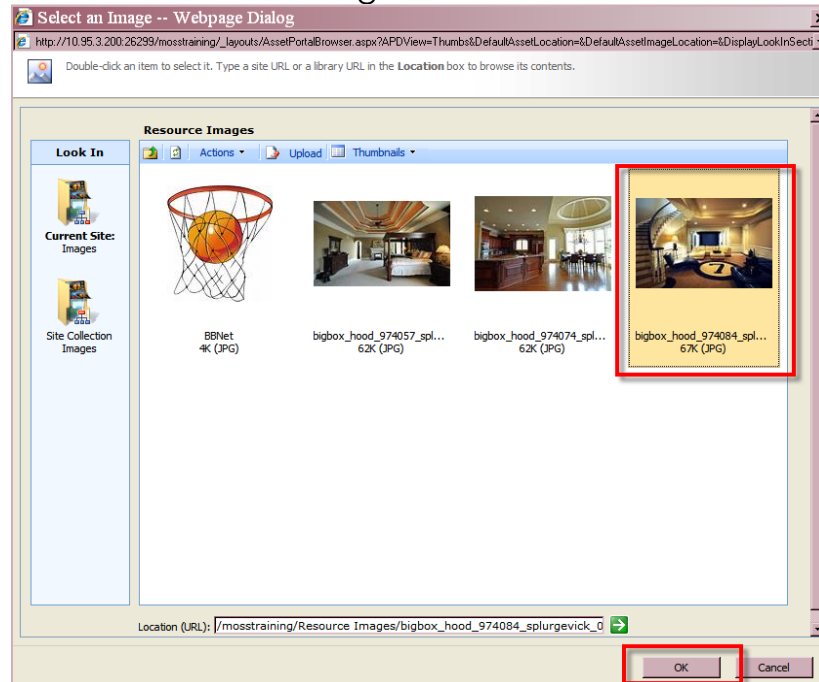
- Once editing has been completed, Save the page, Check into Shared Draft, and Submit for Approval.

31.0 Insert an Image on a Page

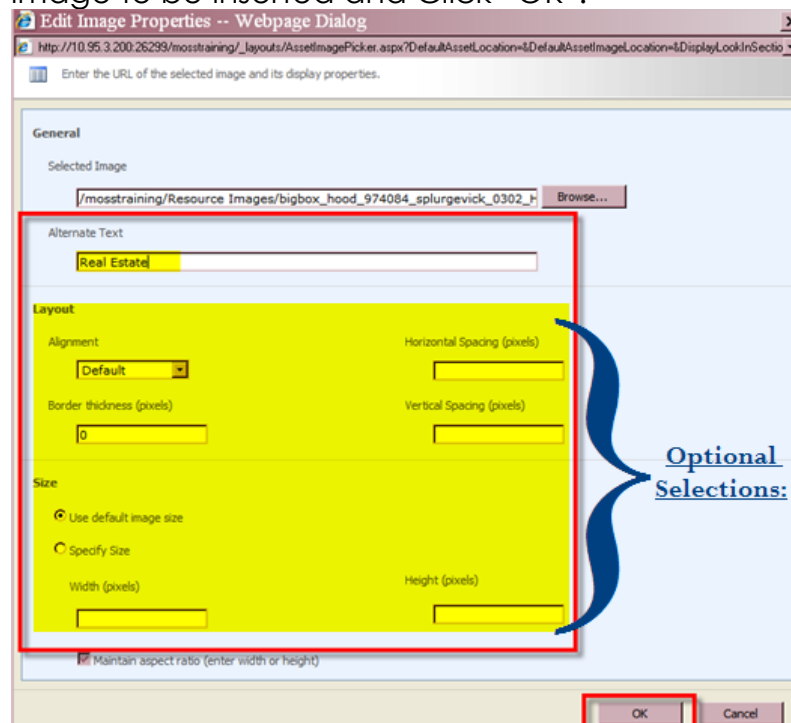
- 31.1 Navigate to the desired page.
- 31.2 Click “Edit Page” button or “Site Actions ➤ Edit Page”.
- 31.3 Place the cursor in the Main Content Area text box or Click the “Edit Content” link -  .
- 31.4 Place the cursor in the desired location of the image and Click Insert Image Icon -  .
- 31.5 Click the Browse button on the Edit Image Properties page.



31.6 Select the desired image and click “OK”.



31.7 Enter an Alternate Text and optional information on the image to be inserted and Click “OK”.



Note(s):

- **ALWAYS** add a description to your image in the alternate text field to comply with Section 508 of the Rehabilitation Act. This law requires government agencies to make their electronic and information technology accessible to people with disabilities.
- If the URL does not populate in the Selected Image field, click browse again, navigate to the selected picture, copy the Location URL, click “OK”, and paste the Location URL into the Selected Image field.
- After clicking “OK”, the image will be inserted into the specified place.
- It is **STRONGLY RECOMMENDED** to crop and resize your images before uploading them to your library. You can modify images using photo editing software, such as PhotoShop, Microsoft Office 2003 Picture Manager or Paint.


10 loss to Iowa in the Outback Bowl, Spurrier said: "Who wouldn't have?"



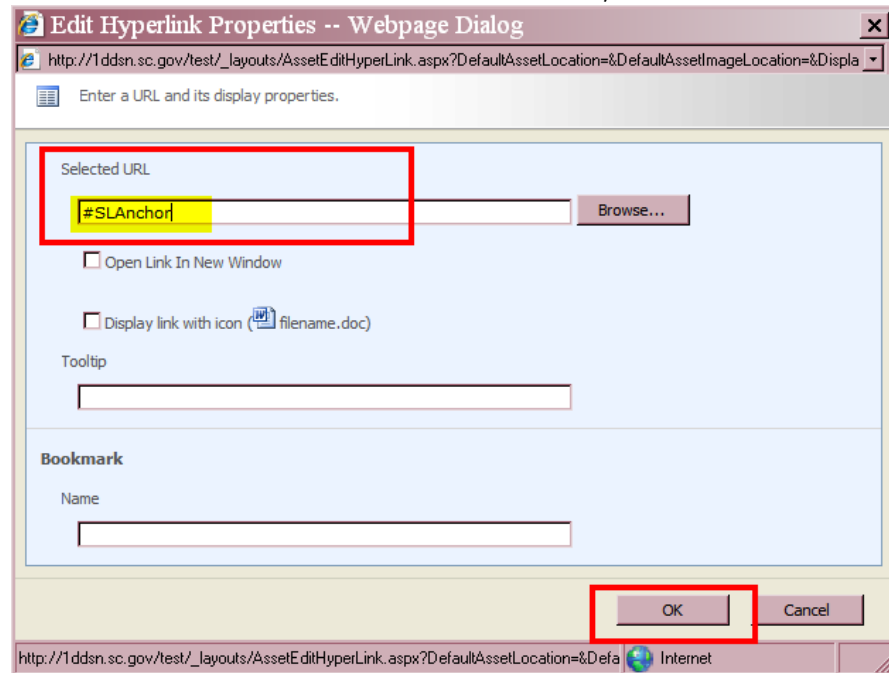
II

Once editing has been completed, Save the page, Check into Shared Draft, and Submit for Approval.

32.0 Add Jump/Anchor Links to a Page


- 32.1 Navigate to the desired Page.
- 32.2 Click “Edit Page” button or “Site Actions ➤ Edit Page”.
- 32.3 Highlight the text you want to be an anchor link on the page. A jump/anchor link, if clicked, sends users to another section of the current page.
- 32.4 Once the desired section is highlighted, click the “Insert a Hyperlink” icon -  .

- 32.5 In the 'Edit Hyperlink Properties' window, enter “#+Anchor Name” in the Selected URL field. Then, click “OK”.

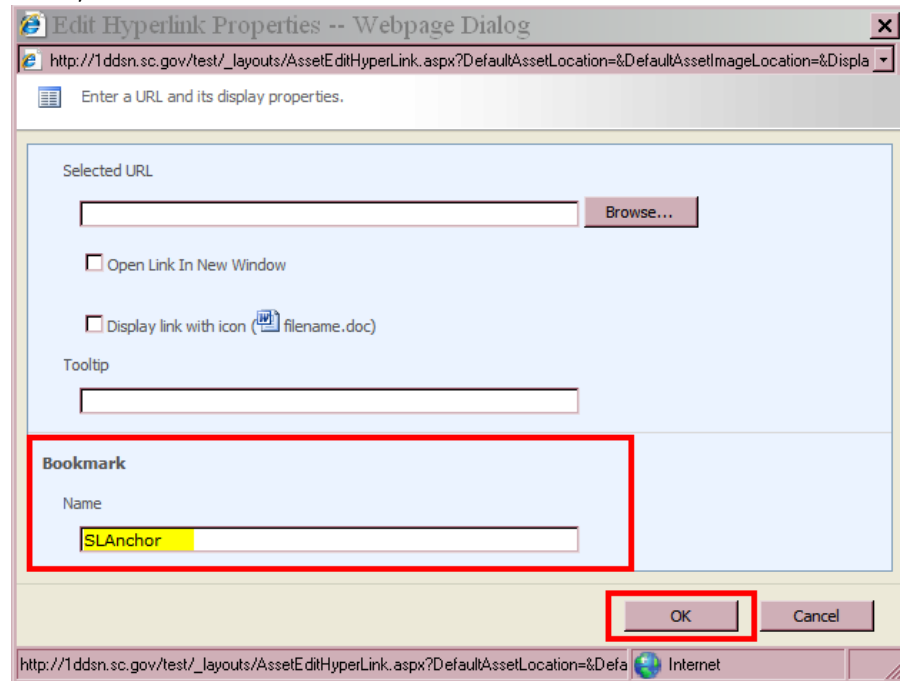


Note(s):

- Do NOT enter space between the pound symbol (#) and the Jump/Anchor Name. For example, enter #rose; not # rose.

- 32.6 Highlight the text that the jump/anchor link will reference (point to) and click the “Open a new window to insert a Hyperlink” icon - .

- 32.7 Enter the jump/anchor tag name, in the Bookmark Name field, and click “OK”.



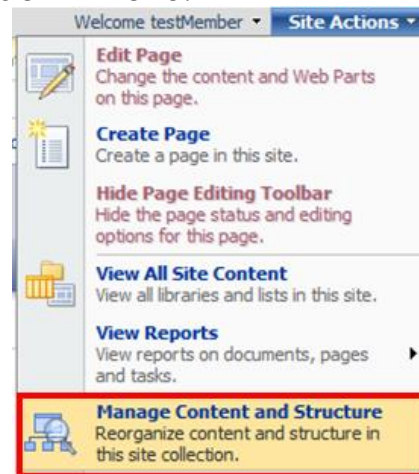
Note(s):

- The Jump/Anchor Name entered in the Bookmark Name field should match the previously enter Jump/Anchor Name in Step 32.5, **excluding** the pound (#) symbol.
 - Bookmark Name field should **ONLY** be used to create a jump/anchor link. Never use that field for anything else.
 - The ‘jump/anchor name’ should **NOT** contain any spaces.
 - The Tooltip field is recommended to use for accessibility.
 - Once jump/anchor link is created, make sure to click within the content going forward when editing page content. Do not click ‘Edit Content’. Most of the time, when ‘Edit Content’ is selected, the jump links are removed.
- 32.8 Once editing has been completed, Save the page, Check into Shared Draft, and Submit for Approval.

33.0 Manage Subsites, Pages, and Other Site Resources

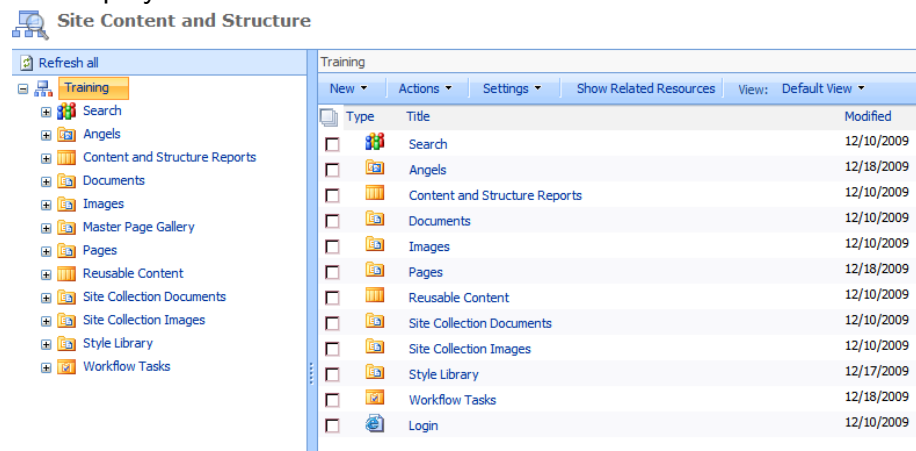
33.1 Click "Site Actions" - .

33.2 Select "Manage Content and Structure", from the drop down menu.



Note(s):

- After clicking 'Manage Content and Structure', the layout of the site will display as shown below:

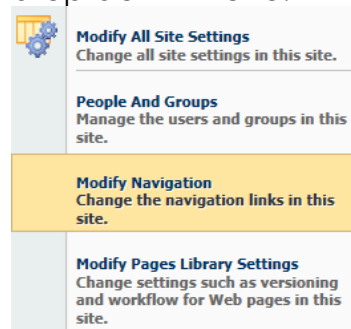


- Although Owners, Members, and Approvers can view this page, permissions will vary based upon your role.
- Under Manage Content and Structure, you can view all items on the site and perform other modifications, such as create pages, delete items, etc.
- Do **NOT** try to approve items from this section. It does not work.

34.0 Modify Navigation

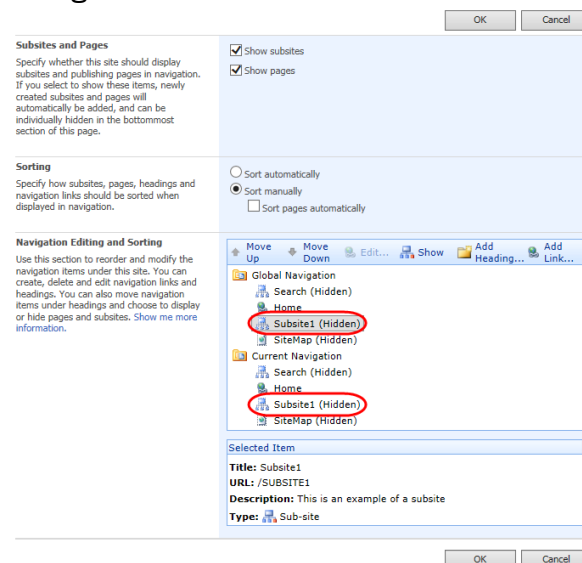
34.1 Click “Site Actions” - .

34.2 Select “Site Settings” then “Modify Navigation” from the drop down menu.



Note(s):

- After clicking “Modify Navigation” from the Home/Top Level Site, you will now be on the “Site Navigation Settings” page. From here, you can change the order of the navigation, hide or unhide navigation, or add a link to the navigation.
- Hiding navigation is useful if you are unsure if you want to delete a page or subsite (subsites cannot be restored).
- If you make a modification under the ‘Global Navigation’ section, make sure to do the exact same modification under the ‘Current Navigation’ section.

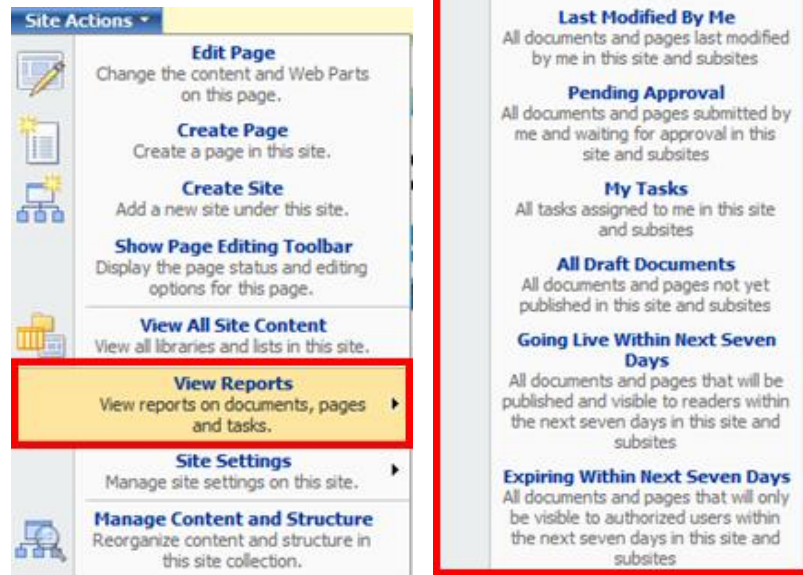


- Items in sublevels and flyouts can be modified only in the navigation of the subsite that contains these items.
- Clicking “OK” will take you to the Site Settings page. Please navigate away from this page by clicking the home or entering your site URL in the browser.

35.0 MOSS Reports

35.1 Click "Site Actions" - **Site Actions ▾**.























35.2 Click "View Reports" and select the desired report.
















Note(s):

- MOSS offers the following reports:
 - Checked Out To Me
 - Last Modified By Me
 - Pending Approval
 - My Tasks
 - All Draft Documents
 - Going Live Within Next Seven Days
 - Expiring Within Next Seven Days
- Access to the reports listed above varies upon permissions.

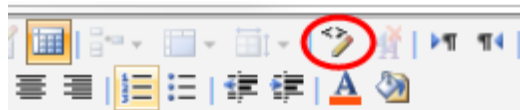
36.0 MOSS Editing Toolbar

	Cut
	Copy
	Paste
	Undo
	Redo
	Hyperlink
	Remove (Disable) Hyperlink
	Insert Image
	Reusable Content
	Insert Table
	Edit Table
	Show/Hide Gridlines (Border)
	Table Cell Options (Insert, Delete, Split, etc.)
	Merge Cells
	Cell Height/Width
	HTML
	Remove Inline Styles (override pre-defined styles)
	Left-to-Right
	Right-to-Left
	UNAVAILABLE
Select ▾	Content Selector
Styles ▾	Style Indicator (Provides style details or Remove styles for highlighted content)
	Headings (Styles)
	Fonts (Do not use)

	Font Size (Do not use)
	Bold
	Italic
	Underline
	Left-Align Justification
	Center-Align Justification (Do not use for heading)
	Right-Align Justification
	Numbered List
	Bulleted List
	Left Indent
	Right Indent
	Text Color (Do not use)
	Text Highlight Color (Do not use)

Note(s):

- MOSS Editor displays drop-down list options based on screen height.
- The MOSS Editor Toolbar is floatable. As the length of your page grows with content, drag it to the particular section of the page you are working on.
- You may not be able to view full drop-down menu options of these MOSS toolbar functions initially. If so:
 - Hit ENTER multiple times in the Main Content Area
 - Keep selecting and deselecting the HTML Editor Content – especially if initially displayed is showing HTML content.

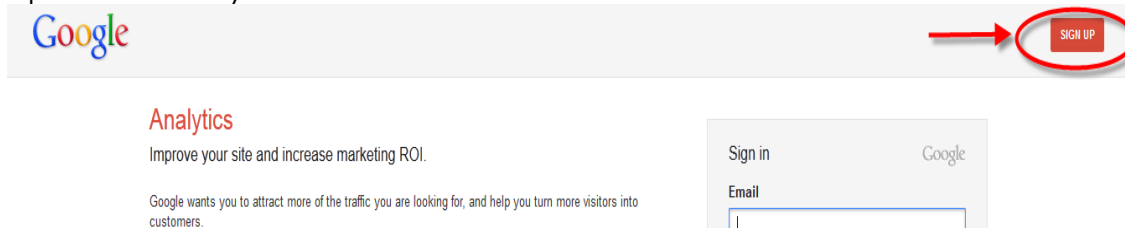


37.0 Site Statistics

SC.GOV has decided to use Google Analytics, sometimes referred to as GA, to provide detailed statistics about your site. GA will allow you to track site visits, page views, pages per visit, average time on site as well other data.

You must create a Gmail Account to access Google Analytics for your site. A Gmail Account is an email account with Google.

1. Go to http://www.google.com/analytics/sign_up.html and click "Sign Up" to create your Gmail Account.



2. Complete the "Create an Account" information.



Create an Account

Your Google Account gives you access to Google Analytics and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Note:
This is a brief view of the Create an Account page. Additional questions will appear as you scroll down the page.

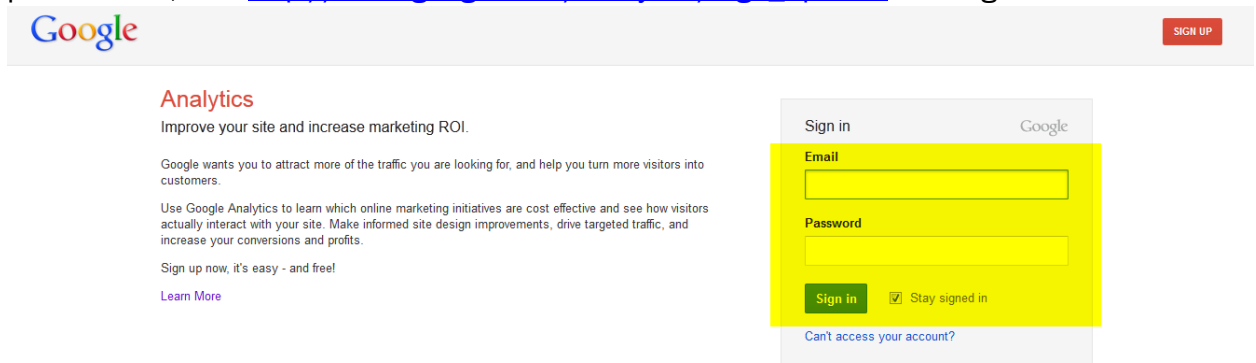
3. Once you have created a Google Account, provide SC.GOV the Gmail Address, i.e. [John.Doe@gmail.com](#) or [DepartmentofSocialSecurity@gmail.com](#), below.
- Only one Gmail Account will receive access to Google Analytics (GA).
 - If multiple persons need to access your Google Analytics information, supply each person the login information for the Google Account.
 - Send the MOSS Site Google Analytics Setup information below to the Project Manager.

MOSS Site Google Analytics Setup

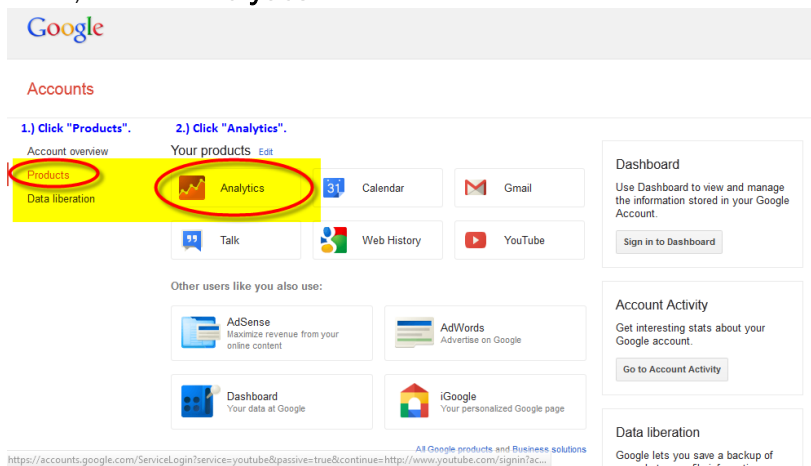
Agency Name: _____

Gmail Account: _____

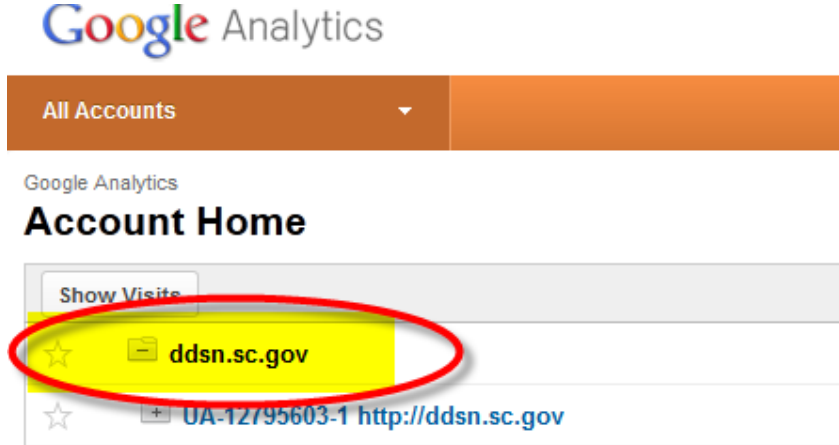
- GA is a free application offered by Google. To learn how to use GA and better suit the needs of your organization, visit the following sections:
 - “Google Features”: <http://www.google.com/analytics/features/index.html>
 - “Analyze Your Data”: <http://support.google.com/analytics/?hl=en>
- After you create a Gmail Account and SC.GOV has granted your account permissions, visit http://www.google.com/analytics/sign_up.html and Sign In.



- Once you have logged into Google Analytics, click “**Products**” on the left panel. Then, select “**Analytics**”.



- Select your site from the listed options. (You may have to expand the expansion symbol (+/-) to access your site link.)



- After selecting your Site, you will see the statistical data for your site.

